

ETIQUETTE

An Encyclopedia
of Good Manners
and
Social Usage

Gabrielle Rosiere

ETIQUETTE

*An Encyclopedia of Good Manners
and Social Usage*

BY
GABRIELLE ROSIERE



NEW YORK
EDWARD J. CLODE

ETIQUETTE

A CONCISE GUIDE TO THE
ARTS OF GOOD MANNERS

BY
EDWARD J. CLODE

COPYRIGHT, 1923, BY
EDWARD J. CLODE



PRINTED IN THE UNITED STATES OF AMERICA

CONTENTS

CHAPTER	PAGE
I. AMID THE THRONG	1
II. TABLE MANNERS	20
III. CONVERSATION	28
IV. INTRODUCTIONS	36
V. THE VISITING CARD	47
VI. SOCIAL CORRESPONDENCE	54
VII. INVITATIONS, ACCEPTANCES, REGRETS	66
VIII. BREAKFASTS AND LUNCHEONS	72
IX. AFTERNOON AFFAIRS	86
X. DINNERS	103
XI. EVENING AFFAIRS	117
XII. DANCES AND BALLS	127
XIII. THE LADIES	140
XIV. THE ENGAGEMENT	150
XV. BEFORE THE WEDDING	162
XVI. THE WEDDING	186
XVII. THE FIRST YEAR	195
XVIII. THE NEW BABY	205
XIX. THE MOTHER	212
XX. THE COURTEOUS CHILD	219

CHAPTER	PAGE
XXI. CHILDREN'S INVITATIONS AND LET- TERS	224
XXII. THE GENTLEMAN	233
XXIII. BACHELOR HOSPITALITY	242
XXIV. CLUB ETIQUETTE	249
XXV. BUSINESS ETIQUETTE	255
XXVI. HOSTS AND GUESTS	261
XXVII. THE HOME	269
XXVIII. HOUSE PARTIES	307
XXIX. ETIQUETTE OF OUTDOORS	325
XXX. THE TRAVELER	337
XXXI. LETTERS AND TELEGRAMS	349
XXXII. THE HOUSE OF MOURNING	367
INDEX	375

COURTESY AND ETIQUETTE

COURTESY is the spirit while etiquette is the medium of expression, and the twin sisters complete the happiness of each other but never reach ultimate success when separated.

Courtesy is of the heart and etiquette of the mind, so that a book on etiquette becomes one on the conduct of life rather than just social forms and rules; so this has been written for the world at large instead of a limited social circle.

It is not necessary to go to the formal society of Europe for examples of beautiful life expression, for our Benjamin Franklin with little home training and a youth of struggle was acclaimed by all Europe as a gentleman. It might be said of him as of the chivalrous Bayard some centuries before, "*Le chevalier sans peur et sans reproche*"—a gentleman without fear and without reproach, which loses a little of its charm but not its meaning in the literal translation.

Our colonial days and the succeeding generations show the fine flower of America's true aristocracy of the simple, generous, loving heart, the delicacy and purity of thought and refinement in gentle speech and manners.

Rules of etiquette to-day are held over our heads as was the sword over Damocles, although in the same breath one is assured that poise and self-confidence are most necessary, but it is the endeavor of this friendly book to convey that courtesy and consideration for others are more important than social rules.

Conventions in the social world have grown from the desire to express perfection in the easiest and, therefore,

most graceful way. This is really a form of efficiency and they do not seem so arbitrary when it is realized that there exists an excellent reason for each requirement.

Everyone wants to do the correct thing, especially as it makes happier living for all, and the true loving heart will naturally find courteous expression, although it needs the training of etiquette to best express a charming personality.

Through mistakes one learns, remembering that "the man who never makes mistakes never makes anything." One also learns to discriminate between those which are trifles, arising from lack of social opportunities, and those serious ones which, small in themselves, betray a greedy, selfish heart.

The hostess, realizing the next day that the superior smile of a guest was caused by serving bread in thin slices at a formal dinner, should have been more chagrined for having invited such a discourteous person to her home than for her small mistake. Such discourtesy shows one as only recently arriving in social life from the narrow environment where reign sordid ideals.

The average reader is more interested in the daily experiences of streets, theaters, restaurants and small informal entertainments; but with the fluctuating fortunes of this country, the more formal things may be required at any moment.

"To do and say the kindest thing in the kindest way," if carried in the subconscious mind every day, will greatly aid in making the progress smooth and bring happiness to others.

ETIQUETTE

CHAPTER I

AMID THE THRONG

"Please eye and ear and you will win the heart."

LORD CHESTERFIELD.

COURTESY and consideration for others is most noticeable in the busy rushing crowds of streets and public places, where constant self-control is required to retain dignity and poise.

First impressions are of paramount importance, as the personal appearance and courteous manner quickly reveal that one has risen above the mob in understanding and training in the refinements of life.

Many a timely courtesy to a stranger has resulted in rapid social and business advancement, for the pleasant impression was not forgotten at a later meeting. Lack of courtesy among strangers has as often been a source of regret when the rather shabby individual so curtly answered or rudely thrust aside proved to be a person of distinction and influence.

The habit of behaving in public as if surrounded

by friends and acquaintances will tend to prevent careless and hasty discourtesy and to form a natural manner of distinction, which no occurrence can ruffle or provoke into an unseemly display of rudeness or temper.

As clothes express so vividly the personality, discrimination is necessary that, with their accessories, they are not only becoming but appropriate to the occupation and the hour. Anything extreme in cut or color, however fashionable, is not only in bad taste but not a wise investment for one of moderate income, since they are easily dated and quickly recognized.

The carefully dressed man or woman or even tiny child whose well-brushed hair, clear fresh complexion, manicured nails and neat footwear reveal refinement, makes at once a favorable impression. If to this is added a good carriage of the body, an elastic step, a well-modulated voice, excellent English and a courteous consideration for all, the beholder is delightfully impressed.

It is the small courtesies of every day which cause the wheels of life to roll smoothly without friction. Punctuality and the keeping of appointments are important, showing consideration for the time of others. One rarely appears well when hurried and many mistakes occur when there is scant time for decision. The habit of allowing more time than is necessary to reach the place will assist in retaining poise and a clear mind.

In the social world the tardy guest is an exas-

peration, and while delays may sometimes occur, they are understood when one has a reputation for promptness. Those who break appointments for any flimsy excuse soon find a lack of appointments to be kept.

The well-bred person endeavors to walk the crowded streets without jostling and shoving others or attracting attention. The giggling, shrieking schoolgirl with flapping goloshes and the rough "horseplaying" boys are showing to all the world their lack of home training, casting unpleasant reflections on their parents. Greediness reveals itself in the struggle for the best seat or pushing through a crowd which would surprise and shock our friends.

Small things reveal so much courtesy and refinement; even the manner of bowing or lifting the hat may show precision, and the kindly smile bespeaks the true heart. The bow is used for any recognition of a service rendered by a stranger, such as giving up the seat to a lady who says "Thank you" and bows, which is also done by a gentleman with her. If one desires to ask a direction one bows when speaking and again when expressing thanks. In speaking to a policeman it is courteous to address him as "Mr. Officer."

Ladies bow first to gentlemen, who also lift their hats to strangers when a lady with whom they are walking bows. If a lady bows mistakenly to anyone, the bow is returned politely, but a gentleman will not take advantage of such a mistake.

The older man or woman bows first, but, as they do not always see clearly, are often pleased by recognition of the younger ones. A married woman is supposed to bow first and also one of greater social distinction, but a courteous salutation is never amiss. Cutting anyone is a serious matter, since it announces to the world at large that one does not care to continue the acquaintance, and should only be done when there is grave cause. Sorrow and trouble call for more kindly ways and cordial manners, and children and domestics should receive the same kindly greeting as one's friends.

The gentleman walks on the side nearest the road except when a jostling crowd causing him to walk on the inside to protect the lady. He never "sandwiches" between two ladies except in the evening when one is elderly and he wishes to give the support of his arm to both. A lady is careful never to drag on a gentleman's arm and may take it in the evening, but he never takes her arm. A lady walks between two gentlemen and sits between them in a public car. An elderly lady may be assisted across the street, especially a busy traffic center, by the gentleman placing his hand under her arm, but he never takes her arm and uses her, even with the best intentions, as a battering ram through a crowd.

A lady precedes a gentleman into a train or car, but he leaves first to assist her to the ground. He assists her to enter, and, if leaving her, lifts his

hat. As a host he pays the fare and may pay that of any friend he meets as they enter together. A five-cent fare is too small a thing to discuss at any length.

If one meets a friend on the street one may stop to chat, but always stepping to one side. A gentleman, however, would turn and walk beside the lady for a short distance, but, if with other friends, would not do so unless she suggested it. There may be a general introduction which is only for the moment rather than leave a friend standing aside, and does not call for any recognition later unless desired.

On leaving a lady a gentleman raises his hat and says "Good afternoon" or "Good-by." He may add if he wishes to, "It has been a pleasure to meet you," or "I hope we will meet again."

When three are walking together one always steps back to allow others to pass, and if those in advance are not aware that one wishes to pass, one says courteously, "Excuse me, may I pass?" "Pardon me" is not correct, but if accidentally brushing against a person, one may say "Sorry."

The question of raising the hat in elevators depends very much on the type of the building. In a large office building with rushing crowds the hat may be lifted on entering if ladies are present or removed if there are only one or two persons in the elevator. In a hotel, club or apartment house the hat should be removed when ladies enter. In a hotel lobby where only men are present the

hat is worn, but when walking through the corridors where ladies are passing or seated, the hat is removed.

The difficulty of entering a hansom is overcome by the first one to enter taking the seat nearest the street, and this is followed when entering a motor with the small side seats opened. In a taxi or small car the lady takes the seat farthest from the door that the gentleman need not pass in front of her.

STAIRS

In a former generation, women hid their ankles, and gave brief glimpses of them only by accident or naughty design. It was then required of a gentleman that he should precede a lady in ascending stairs. To-day, fashion has cleared away all mystery concerning feminine ankles, and a gentleman is permitted to follow the lady as she mounts the stairs.

SMOKING

A guest always waits to be invited to smoke and always asks permission of a lady and refrains agreeably if refused. Tobacco smoke is most disagreeable to some people. A gentleman never smokes when walking or driving with a lady nor talks to anyone with a cigar, cigarette or gum in his mouth. A cigar or cigarette should be extinguished when discarded in an ash tray, as the fumes are most unpleasant. Ashes and burnt

matches should be placed in the proper receptacle and not dropped on the floor, in vases or thrown in the fireplace unless the wood is burning.

With ladies a gentleman never lights a cigarette immediately on leaving the theater as so many men do in the lobby, and never smokes in a telephone booth. He either sits on the back seats or refrains from smoking on the top of a bus.

The best answer to the question of the propriety of ladies smoking in public was made by a young man, who remarked that he saw no objection if it were not for the class of women who do it. In England unmarried women do not smoke in public, although they enjoy smoking in their homes and in those of their friends.

RESTAURANTS

On entering a restaurant the lady precedes and the gentleman removes his hat and their wraps are checked. His cane and hat are checked with his coat and his gloves placed in its pocket. She may retain her coat, especially an expensive fur one, and when seated slip it off over the back of her chair or remove it before sitting down when the waiter lays it on another chair at the table. She removes her gloves and veil or lifts it when seated. If there is a party their wraps are checked and fur or lace scarfs retained with décolleté gowns.

As she enters the dining room she pauses that he may speak to the one in charge, but if he shows no desire to do so, follows the waiter to a table,

where she turns to the gentleman to see if the location has his approval.

He may order the meal, asking her if she has any preference or may ask her to select. If she feels that she is more accustomed to ordering she may do so at his suggestion or suggest excellent combinations. The waiter may be asked what dishes are a specialty of the place. When unable to decide quickly from the tempting menu the *hors d'œuvres* or oysters may be ordered and in the interval a decision made. As few eat very elaborate meals these days it is quite correct to order to the dessert course and suggest that then it may be selected and possibly only coffee will be desired or a very simple ice.

When the lady selects the menu something substantial is selected rather than the delicate dainty things which she most enjoys. Steak is usually an admirable choice, but it may also have been eaten too recently to be enjoyed. A worldly uncle advised his niece to always order a delicious but satisfying meal which would cause a pleasant memory to linger of her charming personality, without his realizing the important part played by the excellent food.

When selecting she avoids the most expensive dishes and he pays the check cheerfully and casually even if staggering. It is quite correct to examine the items, and, if any mistake, the waiter's attention is called to it amiably as a matter of small importance that it may be corrected.

When a dinner or supper party is given in a hotel or restaurant it is advisable to order and pay for it in advance or arrange to sign a check at the table when the waiter is tipped.

Tipping is frequently mentioned as un-American, yet it has become established in this country as other foreign customs and the fault lies with the system and not the individual who depends on gratuities.

A well-regulated system of moderate tipping with an increase for extra service and the courage to withhold or lower when the service has been inadequate is not only helpful for the individual but for the general public.

When the waiter is old and rather slow the tip may be increased knowing that he is unable to compete with the quick younger ones. A friendly word and a smile to those who serve brings a bit of cheer into dull, dreary lives.

Ten per cent of the charge is usual, but where two are served and the total small the tip should be increased. A quarter is sufficient for two women at luncheon or in the smaller Italian restaurants, but if there is extra service or it has been very speedy the addition of ten or fifteen cents is appreciated. A gentleman tips more when dining with a lady, and the proper tip given courteously carries more weight than a large one flung grouchily for little service.

Ten cents is sufficient for the check clerk unless there are a number in the party or many wraps

and bags. Ladies tip attendants in the dressroom from their own purse.

In the daytime smart street frocks and long coats are correct, and when the tailored suit is worn the jacket is not removed unless part of the three-piece suit. In the evening restaurant gowns are worn which are not décolleté with a smart hat. The latest fashion is a hat, very tiny or huge, with the décolleté evening gown, and of course when there is a party the clothes are very smart and of the evening style. Much depends on the place and on the clothes of the escort. Too often one sees a resplendent female with a grubby male in a dark business suit, creating a most distressing effect. While a lady should wear the smartest possible clothes when dining with a gentleman, the darker tones of blue and the sophisticated black or the soft quiet beige and gray prove more attractive than brilliant colors.

There are a few restaurants where there is dancing which require evening clothes, at least the tuxedo and it is wise for a man to inquire in advance. While the business suit may be worn in almost any place, it is a compliment to his guest for him to wear his evening clothes.

If a lady stops to speak, both rise, but only the gentleman rises when another stops and the lady bows, not rising even if the gentleman is presented to her. If the lady who stops is unknown to the one at the table she waits until introduced, when

she rises and may shake hands if she desires or only bow.

Should any of a party be delayed, and after waiting some time it is decided to commence without them, word should be left with the captain of the waiters at the entrance where they may be found. If the belated guest is a lady, all the gentlemen rise and also the hostess, who shakes hands, but for the gentleman who is late only the host rises. It seems needless to mention that a gentleman shows the same deference to the ladies of his family as to others, but, alas! they are sometimes very remiss.

If dancing between the courses, the gentlemen rise when a lady returns to the table but not when she leaves to dance. In a restaurant, as at a dinner party, the gentleman dances first with the lady who is his dinner partner as the host dances with the guest of honor or the chaperon.

When leaving to dance the napkin is laid on the table and at the end of the meal without being folded. Any table silver or napkins dropped, the waiter's attention is called to it and he brings clean silver. Other articles dropped may be also picked up by the waiter or by one of the gentlemen.

When there is a party the hostess makes the first move to leave, or the chaperon or guest of honor if only a host is present. The elder or the married one of two ladies makes the first move if neither is hostess. The ladies precede the gentle-

men on leaving, but if the door is to be opened, allow him to pass.

HOTELS

In these days of conventions it is advisable to write or telegraph for rooms and especially desirable for a woman traveling alone and necessary if she arrives in the evening. The size of the room, double or single, with bath, with sitting room, should be mentioned and also if an inexpensive or quiet room is desired.

On entering the hotel the bags are given to a page and one inquires at the desk for a room and if any letters or telegrams have been received.

A gentleman registers without any prefix of *Mr.* if alone, but with his wife writes *Mr. and Mrs. John Talbott*. If she has a maid it is added on the line below *and maid*. If the children are of the junior ages they are registered separately, using the prefixes, but if small are added, like the maid, *and children*, to which may be added *nurse and baby*. The name of the city is given but no street address. This serves as index for letters and telephone messages.

After registering, the clerk asks if there are any trunks and the checks are given to the porter, who is tipped a quarter when he brings them to the room. If many trunks and heavy the tip is increased.

Generous and constant tipping is necessary in a hotel to secure comfort. If staying some time

in a hotel one tips for any extra service and gives a larger tip on leaving for the usual service. Living in a hotel one tips once a week or every two weeks.

A woman alone does not go to the grille in the restaurant but to the dining room or the smaller tea room. Her maid may accompany her to the table or she may take refuge in a book or magazine and usually wears a hat unless it is a family hotel. She uses the ladies' entrance rather than the lobby and does not sit alone in public corridors for any length of time nor in secluded balconies but sits in the room reserved for ladies or in the reading room.

No lady accepts any attention from a stranger however kindly intended and never receives a gentleman in her room or goes to his. If she has a sitting room that is another matter, but no caller should remain very late in the evening.

If she has friends in the hotel she may talk to them on the telephone but the conversation should never be very long nor very personal. The stationery of a hotel is never used for social purposes but only for business and friendly letters.

The key of the room is left at the desk when going out and is placed in the box with letters and telegrams. This tells the clerk that you are out when inquiries are made. On returning, one asks for the key and messages.

Friends inquire at the desk and may be referred to the room clerk or the room number given and

a telephone indicated by which one reaches the clerk on the floor of their room. When the friend is not in the room one may ask to have them "paged" and the name is called through the corridors and rooms. On hearing the name, one rises and if necessary beckons to the page. One may ask to have the caller come to this place or any other. If not wishing to see the caller the page returns to say he was unable to find the person.

When leaving a visiting card with the clerk it is advisable to write the name of the friend in the corner since mistakes occur. If there are several of the same name staying at the hotel mention their residence.

Always notify the hotel early of your departure and inquire when it is necessary to give up the room so that it will not be necessary to pay for a full day when staying only a few hours longer. The room may be given up and the bag checked in the hotel and the trunk sent to the station. A lady has her bill sent to the room that she may see the items and this shortens the time in the noise and confusion at the desk.

AT THE THEATER AND OPERA

As at all public places the little discourtesies of those lacking refinement cause much discomfort to others so that various small points of etiquette are required for the convenience of all.

When friends are invited for the theater, several plays may be suggested, since it is often

difficult in the height of the season to secure the tickets for the one most desired.

Entering the theater the gentleman precedes the lady and continues down the aisle if the usher is seating others and stands aside that she may enter the row first, as a lady never occupies the end seat when with a gentleman. If the usher is at the entrance to the aisle he gives him the seat checks and follows the lady, taking the precaution to receive them again, since mistakes occasionally occur and others may claim the same seats.

It is much more convenient for the gentleman to remove his coat before passing down the aisle, carrying it over his arm. Ladies usually prefer to retain their wraps, the upper part being arranged by the gentleman over the back of the seat. The theater is apt to be chilly before the first act and it may be drawn around her shoulders. As there is often a delay in obtaining wraps from the check room, many prefer to retain them.

Passing people one faces the stage, pressing as closely as possible to the seats in front, and if carrying wraps or articles hold them out to the side to avoid hitting the heads of those in front. One may say "Excuse me," and, if they rise, "Thank you."

A gentleman with a lady may leave once for a few moments between the acts, returning before the commencement of the next act. If there is a foyer where one can stroll he may ask if she wishes to go there for a few minutes.

Nothing is more vulgar than loud and prolonged applause. The expression of appreciation is most encouraging for those on the stage, but to insist on the return of a performer when the whole audience does not wish it is not only unpleasant but ill-bred.

One never talks during an act nor giggles audibly when the scene is supposed to be serious. If others persist in talking one may lean forward and pleasantly ask them not to continue, taking the attitude that one is sure they did not realize that they were overheard. If they continue one may speak to an usher very quietly and completely ignore their angry glances and remarks after he has spoken to them.

The wearing of evening clothes is always a compliment and the tuxedo appears most often, although full dress is quite correct in the boxes and orchestra seats. The ladies wear smart afternoon or theater frocks and wear a scarf or draw up the collar of their coats if their gowns are very décolleté, when going on afterwards to some affair.

It is the height of discourtesy to commence putting on hats and wraps before the curtain falls, and if necessary to take a certain train the ladies may leave quietly and put them on at the back of the theater.

THE OPERA

Arriving late at the opera it is much better form to remain quietly at the back until the curtain

falls, but one may slip quietly into a seat in a box, taking a seat near the door, and nod to the hostess.

One of the charms of the opera is visits to one's friends in boxes and aisle seats, but a gentleman never leaves his guests for any length of time and only leaves a lady when there are others in the party.

A gentleman may visit a lady who is a friend for a few moments in a box when the hostess is unknown to him but not one he knows slightly. The visitor leaves when the lights are darkened so that he may be seated before the curtain rises. More details of opera and theater parties are given in the chapter on Evening Affairs.

There is more formality of dress in the orchestra seats, and boxes require full evening dress at night. In the afternoon one dresses as for the theater even in a box, and while the gowns are handsome, velvets and duvetynes in the dark shades are worn.

If going on to supper or a dance afterwards the ladies may redecorate in the dressing room, but the woman of refinement never powders her nose or touches up her lips in public.

AT CHURCH

The gentleman removes his hat on entering and follows the lady up the aisle. If not pew holders one may mention to the usher the preference to sit farther back in the church, since strangers are

usually escorted where they may be able to hear most clearly.

Passing others in a pew one faces the altar unless the pews are exceedingly narrow and says "Excuse me" or "Sorry." If the pew holders are gracious and courteously offer books one thanks them with a cordial bow and on leaving may say "Thank you for your courtesy." One should always welcome any stranger into the pew with a gracious manner.

When one prefers the end seat of a pew or row of chairs, causing others to pass in front, he should draw back as far as possible and most graciously make room for them. Consideration for others is shown by those who take central seats on arriving early.

One follows the order of the service even if not a member of that denomination, standing and kneeling with the others, and gives a contribution when the plate is passed. If not a communicant one should watch carefully for the moment when those not desiring to partake leave the church.

There should never be any whispering or turning to see acquaintances and little bowing except to those very near from the moment of entering the doors. On leaving one bows to those meeting in the aisle and may quietly shake hands or bow if meeting in the aisle. Outside one chats pleasantly but quietly with friends and does not harshly criticize the sermon or singing.

If the rector greets his congregation at the en-

trance one says "How do you do?" or answers "Very well, thank you," to his inquiry when shaking hands, but one's sorrows and troubles are reserved for another time. If there are only a few, one may express interest in some point of the sermon or service. One can never be too appreciative.

CHAPTER II

TABLE MANNERS

A SURE cure for unpleasant table manners would be to eat in front of a mirror with an amplifier near by so that each motion and each sound would be noticeable. Since this is not possible, one can only be vigilant of slipping into careless ways. Even with perfect training as a child, careless living with poor service and untidy table appointments produces most disastrous effects.

Those who live alone with a book propped up before them often assume unwittingly most distressing table manners, and though it may hurt to be informed of lapses from good form, the kindness of friends should be greatly appreciated.

Could there be a greater humiliation than the request to leave a public table? A man of high rank in the army and distinguished family was asked to leave a *table d'hôte* in a large fashionable hotel on the Riviera because of his shocking table manners. Imagine his feelings and those of his young wife who understood only too well why they were never invited to dine with friends, in spite of her popularity.

Those who grunt and puff when chewing; who gulp a glass of water, holding it up to drain the last drop; who sound like a walrus when imbibing soup, are offensive to the neighbors at the table. That anyone uses a knife to convey food to the

mouth; uses the cutting knife as a saw to the damage of fine china, scattering the food over the cloth if it slips; who pours hot drinks into a saucer, blowing on it to cool it, seems impossible, but it is encountered in public places.

One sits squarely at the table, not sidewise in the chair, nor does one lounge or lean the elbows on the table except for a few moments. The napkin is unfolded in the lap, the large dinner napkin only half opened, and laid on the knees. It is used to wipe the mouth before drinking from the water glass that it may not be smeared, and to wipe the fingers, especially after using the finger bowl. At the end of the meal, if a guest, the napkin is placed unfolded on the table beside the plate. At home the napkin is smoothly folded into the ironed creases unless there is a fresh one provided for each meal. In some households there is a fresh napkin each night for dinner which is used the following day for breakfast and luncheon. Where there are children in the family the napkin ring is often used, but the napkin should be smoothly folded before being placed in the center. A little system in removing the napkins each meal will make no other identification necessary.

The mouth is closed while eating, and no mouthful should be so large that a question cannot be answered in a few seconds. The head is not bent down over the food like a pussy-cat or pet dog nor is the head thrown back after drinking like a duck. The food is eaten quietly and slowly. The

piece of bread is never used as a pusher for an elusive morsel of food nor to take the remaining gravy from the plate. It is exceedingly ungraceful to scrape the last pieces from it.

The food is not attacked but eaten quietly and together, not first the meat only, then the potatoes and lastly the vegetables, nor is the food mixed together in a mass before taking it on the fork. The meat is only cut for each mouthful and the pie or layer cake divided as each morsel is eaten.

Bread is broken into small pieces and buttered each piece at a time, and except long narrow crackers and wafers, all others are broken into small pieces. The bread should not be crumbled all over the cloth but placed on the bread-and-butter plate, nor made into pellets. Many a hostess is dismayed as she sees a fine damask cloth marked with a penciled diagram or a design demonstrated with a sharp-pointed knife.

Halved oranges and grapefruit are eaten with a pointed spoon and quietly, since jabbing the spoon down into the fruit often causes a spurt of juice. Apples, pears and peaches may be pared and quartered with a silver knife—steel gives an unpleasant taste—and the stones also removed. Plums, cherries and grapes may have the seeds and pits removed with a knife, or if very small and eaten whole the pits and seeds are removed with the fingers from the lips and laid on one side of the plate. Olives are eaten with the fingers and the pits removed quietly to the plate or bread-

and-butter plate. After eating fruit the fingers should be rinsed in the finger bowl, since fruit stains the linen.

Food is always taken from the side of the spoon and the spoon is dipped into the soup from the person. Bouillon may be taken with the spoon if very hot, but after about a third is taken the cup is lifted by the right handle and the contents drunk. One eats soup but drinks anything in consommé or bouillon cups.

In passing a cup of tea or coffee the spoons should always be on the farther side of the cup and so presented that the handle is toward the one receiving it. The spoon should never be left standing in the cup, as it causes it to be easily overturned. Tongs are always used for lump sugar.

When the mouthful is too hot, instantly take a drink of cold water, but no food should be taken from the mouth. Fish bones and grape seeds should be eaten clean before removing in the fingers and much distress can be avoided by carefully examining the fish in an unobtrusive manner. Dry seeds and pits may also be dropped into the cupped hand and conveyed to the plate.

The tender ends of asparagus are separated with a fork and after these are eaten the remaining stalks are lifted in the fingers. A leaf at a time is pulled from artichokes and dipped into the sauce and bitten off rather than pulled off by a motion of the hand.

In the bosom of the family one may eat the meat from a bone or fowl or roast if it is done properly, using a finger bowl before wiping the fingers on the napkin. The small girl who pointed an accusing finger at Queen Victoria nibbling a chicken wing and horrified her parents by saying "Piggy, piggy!" had been at least well trained in table manners if not in court etiquette.

The English fashion of not changing the fork to the right hand when not using the knife has much to commend it, but it is difficult to learn to do gracefully after childhood, therefore the fork is held in the right hand. The fingers should not be allowed to come too far down on the handle of the fork, and the fork is never used to spear food. The prongs are turned upward for softer foods but never used as a shovel or much food placed on it at any time. The handles of the table silver should never be raised more than a few inches above the plate when taking food from it.

When there are not individual salt cellars or shakers the salt is taken with the salt spoon and placed on the plate, never on the cloth.

While salad leaves are supposed to be separated with the fork, the knife may be used to separate individual pieces, but leaves are never wrapped around the fork. In eating macaroni served Italian style it is far better to break it into small pieces with the fork than to strive to follow their artful manner of eating it.

Ice cream is eaten with a dessert spoon or the ice-cream fork, which resembles the salad fork, although smaller. Rich layer cakes and French pastries are eaten with a fork and pound cakes and other kinds in slices are broken in small pieces, one at a time. Small dry cakes such as macaroons and lady fingers are not broken but small bites taken out of them.

When the finger bowl appears one dips the fingers into it but not the whole hand and dries them quietly on the napkin, not appearing to use it as a towel.

At a formal dinner whatever is passed is accepted and a pretense is made of eating it. Even at an informal affair it is better to do the same. If the hostess offers a second serving, and, by the way, she is careful not to say "some more" but only "some," one may say "Thank you" or "No, thank you." It is a little more attractive to say "May I?—thank you."

No guest ever makes requests to the servants at the table but asks the hostess if such and such a thing could be done, as "May I have my goblet filled?" A hostess is expected to see that the guests have all that is needful so that one does not ask for another serving or another cup of tea or coffee although longing for it.

The observant will notice how often the word "quietly" has been mentioned and it is one of the essentials of charming, pleasant table manners.

MANNERS FOR THE SMALL ONES

Table manners commence in the nursery with tiny tots and a neat manner of eating should be taught from the beginning. One of the most important things is the convenient height of chair and table. The small chairs and tables now in vogue are most helpful and may be placed in the dining room while the parents sit at the larger table if there is no nurse and meals are not eaten in the nursery. An only child usually sits in a high chair at the table with the parents, but should have its supper before the dinner for the parents at night. When the children are older the governess table in the nursery is advisable, for while it is low it is high enough for the mother or governess to sit at comfortably with a watchful eye.

In eating cereal or soup the child may be allowed to turn the bowl of the spoon toward him but eats quietly from the side. The spoon should only be three-fourths full and never should food be heaped upon a fork or spoon or more taken up than can be eaten at one time.

Children commence first with the pusher and spoon and then add the fork. All must be fitted to the size of the tiny hands. At first the child may be allowed to grasp them, but if shown how to hold them properly will soon desire to try the grown-up way, since they like to copy their elders. When the child is a little more skillful a piece of bread replaces the pusher.

If the child is told that the pusher is baby silver and that the bib is only for little ones, there will be efforts at neatness and skill so that the articles may be discarded. One father, whenever his little boy was distressingly untidy, would insist on changing his little boy's dress after the meal to one of sister's, as she was always neat, so that he soon preferred to be careful to dressing like a girl.

Little children may be allowed to take a small bone in their fingers, using a finger bowl afterwards instead of wiping their little hands on the napkin or sucking their greasy little fingers. It must be carefully explained that it is not permitted when there are guests and the wise mother sees that they are not served with tantalizing pieces.

Any silver that falls on the floor must not be used nor should a spoon be sucked clean and laid on the table for further use. Better an addition to the everlasting dishes than unpleasant ways in an effort to save labor.

CHAPTER III

CONVERSATION

"CONVERSATION is an art in itself," writes that charming English author, Sir John Lubbock, and the delightful social interchange of ideas is more than just correct English with a choice of words approved by smart society.

It is the keynote to the individual, revealing a lack of originality and appreciation of the beauties of speech when a few words suffice for everything and carelessness and lack of self-respect in faulty pronunciation, misuse of words and slurring sounds.

The choice of topics betrays the meager mind when after hours of talk nothing has been said worth remembering or which freshened the mind and gave food for thought.

One need not be heavy, or argumentative, or ride one's hobbies, which are rarely interesting to others, but can at least take an intelligent interest in the great questions of the day, in the new books and plays, all of which can be touched on lightly and cleverly.

If one inquires about a new play, the answer usually brings forth some pat unilluminating phrase or a detailed description which may be read in any newspaper and which reveals no personal touch. What a joy when a few well-turned

sentences give an impression of what the observer found worth while.

One who cannot talk well can become an excellent listener; one who really listens and so learns much, seeking the spark among the casual chaff. This also enables one to learn the art of conversation by deciding what is interesting and why it is, and what not to do.

One who listens well is able to answer or ask a simple question, showing interest that the ever-ready to spring forward with another topic at the first opening, must miss. Next to interrupting, one of the worst faults is the capping of a jest with a better story. At least wait to laugh at the other's joke. Far better to let a witty remark go unexpressed than to discourteously interrupt, revealing self-centeredness.

The clever talker should beware of monopolizing the conversation. However brilliant, one may be sometimes a bore. One wisely avoids a wailing list of misery or a sharp explosion of prejudice, for one never knows whose toes may be trodden on. A clever busy woman remarked recently that she had "no time for grudges or grouches," which is worth remembering.

"The tongue is an unruly member" and must be kept from gossiping or saying unkind things even if scintillating with wit. The wittier the remark the quicker it goes to the individual and enemies are made who roughen the road of social progress.

Those devoted to "total recall" are quickly shunned, as few are interested in the small details and the average person does not care if it happened on Tuesday or Friday. If you have just returned from Europe or some distant part of the globe, do not fall into temptation when asked to recount your experience, but give briefly something out of the ordinary. If traveling in foreign countries don't persist in telling the inhabitants how "much better we do these things at home." They never seem to quite enjoy it.

Don't talk "shop" at a social affair unless you meet a kindred soul, and then retire to a corner, but not for long.

If shy and diffident one may ask the other what is the special interest and so start the ball rolling. However, avoid personal questions. One may express a courteous interest in the other, but nothing more. Those who inquire about personal affairs are usually the penny gazette for the neighborhood.

If one stops to think how often one speaks in the twenty-four hours, the realization will show the importance of doing such a habitual thing very well, especially as so few do it correctly. It is well worth cultivating the pleasant modulated voice with an intelligent choice of words which brings success in any line of work, since immediate attention will be given.

Reading aloud will not only help the voice and the pronunciation but increase the vocabulary,

and a vivid description in a few words will attract and hold the interest far more than a fluent flow of commonplace expressions.

In the desire to attain a charming medium all slang need not be eliminated, but its rarity makes it far more effective. Stilted words under the ban of the culture are often the early choice but will be quickly discarded as discrimination follows study.

Among these words are: *locate, reside, residence, enthuse, transpire, presume, converse, ascertain, mansion, depot, arise, retire* when used in place of simple words. *Ablutions* is not used for bathing, but why talk about it? One may *retire* to one's room, but it is tabooed when it means going to bed.

Cant phrases become tiresome, and of the thousands of beautiful English words only a few are used daily, so that of a veritable wealth of beauty only a few pebbles are selected.

There are vulgar words which no gentleman or lady should use, such as *bum, booze, hooch, and dope fiend*. Words in current use should not be abbreviated, as *phone, ad, wire, photo, combine, invite, jell, tasty* and *auto*. *Motor* is used for *automobile* and *taxi* and *movies* have the social sanction, but it is really the dropping of a second word.

Others that are exceedingly crude and bad form are: *swell, high class, stylish dresser, brainy, clubman, society woman, box-party, calling card, a raise, deal, a date, a show, size up, cute, com-*

plected, acquainted with, meet my friend, and quit his job.

Words misused frequently are: *allow, guess, calculate, reckon, folks, mad, and real* instead of *very*. *Pretty* is misused as an adjective; it may be a pretty day but it cannot be pretty bad weather. *Them* is a pronoun used wrongly as an adjective in place of *those*. *This here* and *that there* are heard on every side.

Will and *shall* and the subjunctive case need careful study, and also *sort* and *kind*. Persons *lie* down but *lay* down an object. Hens *set* but persons *sit* and *set* down anything. Almost the last to be relinquished is *done* for *did* and *does*, and *you was* is a stumbling-block for many. *You*, while used to an individual, is grammatically plural, so requires a plural verb.

Words often mispronounced are: *radiator, refined, orange, apricot, February, Tuesday, athletic, arctic, aviation, tomato, potato, theater, advertisement, dessert, envelope, gladioli, vehement, mayonnaise, vase*. Some add the sound of "r" after "w" and "a" so that one hears *lawr, idear, Annar, and Cubar*.

Business terms have crept into general conversation and what is heard in business houses or in shops, however smart the establishment, are not to be copied. One may use words of others but select those who are in advance and who have a careful use of words.

If a word sounds odd or the meaning seems

wrong, look it up in a dictionary before venturing to criticize. Many words have changed in a decade, but do not think because a word is in the dictionary that it is correct but notice if it is marked as obsolete, slang, low, vulgar, local or colloquial. Be sure that the dictionary is a modern edition and much help will be found in books on composition. Those who mispronounce are usually poor spellers and research will help in spelling and speech.

As *refinement* and *elegant* are used for ordinary things they lose their charm. It is typical of a certain class to refer to the laundress as *a lady* and the mistress as *that woman*. *Clerk* is the correct word for salesman and women when they sell over a counter and there does not exist a *forelady*. Would anyone talk about a *foregentleman*? *Broker* replaces *real-estate agent*, and no longer is *floor walker* heard in a shop, but *aisle manager*.

Culture and *cultured* are on every tongue without any distinct understanding of what the words imply. The dictionary lays stress on the mental and moral training and culture means much more than surface education but is composed of experience and appreciation of beautiful things in nature and those made by the hand of man. It means broad human sympathies and some knowledge of the world, even if only obtained at the fireside through much reading.

Books alone will not give it, but lead and assist;

and the really cultured, who are very few in proportion, have a larger vision than just the circle of their affairs.

A pitfall lies in the use of foreign words and the English equivalent used when possible. However, there are many which retain their foreign pronunciation that cannot be otherwise expressed. Valet and garage have been anglicized.

French words have the broad sound of "a," and "e" sounds like "a." It is not pronounced at the end of a word unless accented "é," when it sounds as "a." The "i" changes to the "e" sound. A second "e" is added for the feminine form of the word.

Fiancé has the second syllable accented as fee-an-say; *début*, day-bu; *débutante*, day-bu-tante; *bouquet*, buw-kay; *divorcée*, de-vor-say; *décolleté*, day-col-tay; *menu*, main-u; *brassiere*, brass-si-air; *lingerie*, len-je-rie; *negligée*, neg-lee-jay; *table d'hôte*, table-dote; *buffet*, buw-fay; *salon*, sal-lon; *trousseau*, trou-sew; *hors d'œuvre*, hor-derve; *coiffure*, cof-feur; *chauffeur*, chau-feur. Last syllables long in the last two. *Blouse* rhymes with *use* and *chic* sounds like *sheik*, but is so often mispronounced and overused that *distinguished* may better replace.

Our voices are usually pitched too high and a lower, distinct enunciation will prove less strain on the speaker's voice and on the listener's ears and carry farther.

"Small talk" fills in many dull pauses and the

psychological effect of words should be remembered and the bright side mentioned. "Pollyanna" does become wearisome and may exasperate with inexhaustible optimism but at least never depresses.

One never discusses any subject to the exclusion of others or continues a conversation when others join the group without including them in it by a smile or comprehensive remark. If two men or women commence to speak at the same moment, the elder takes the lead, speaking briefly and turning to the younger with, "You were saying—?" and waits for a continuance of the remark. A gentleman always waits for the lady to continue speaking.

CHAPTER IV

INTRODUCTIONS

To introduce or not to introduce is a question much discussed and misunderstood. The safe rule is that at large affairs in the homes of friends, introducing is unnecessary since all may converse together for the moment and no further recognition is expected unless desired. The older or more socially prominent person is the one to continue the acquaintànce.

On the street and in crowds or in public conveyances no introductions are expected unless it relieves a little awkwardness in talking together and this does not mean any recognition in the future. However, if apt to meet very often it can be considered as a more formal introduction, but it rests with lady to bow first.

When introduced by a friend in her home it should be recognized and at least a bow be given at future meetings or a few words of greeting even if one does not wish to know the individual.

A well-made introduction, using the correct forms, shows an understanding of social rules and some experience in life. There should be a certain precision in manner in introducing, which includes the distinct enunciation of each name. It also carries a certain responsibility with it and one should hesitate to introduce a man with an

unpleasant reputation to a very young girl, no matter what may be his social position.

The host and hostess introduce without asking permission, but any young man, except the son of the house, should ask permission to introduce a gentleman to a lady. At formal dinners the gentleman is introduced to the lady he takes out, but talks with the lady on the other side without any introduction.

One always asks permission to introduce a friend to a distinguished individual unless they are standing together, when one says, "May I present my friend, Mr. Stone, to you?" and on receiving permission, continues, "Mr. Justice Knox, this is Mr. Stone."

Two men are introduced to each other, mentioning the name of the older man first, as, "Mr. Green—Mr. Stone." A gentleman is always presented to a lady unless some very high official, who takes precedence before his wife when his name is mentioned first. A very eminent statesman, distinguished artist, musician, or writer, who is elderly, may also have a young girl presented to him. Children are presented to older persons, although little boys may be introduced.

The words "Meet my friend" are never used, nor "Shake hands with Mr. Stone"; there may be an objection to shaking hands and the form is not correct. Introducing a gentleman to a lady one says, "Mrs. Black, may I present Mr. White?" Introducing two ladies or two gentlemen to each

other one says, "Mrs. Black—Miss White," "Mr. Black—Mr. White." An individual is mentioned last in introducing a married couple unless most distinguished, as, "Mr. and Mrs. Black—Mr. White."

Introducing a daughter the hostess says to an older man, "Dr. Walton, my daughter Anne," or, if married, would say, "Mrs. Talbott." A young man she introduces to her daughter as, "My daughter—Mr. Stone." Children are introduced by their mother as, "Mrs. Black, this is my daughter Louise."

One may also say to friends, "Mrs. Black, do you know Mrs. White?" or "Mrs. White, have you met Miss Grey?" or may bring them into the conversation by turning to one who has just joined them by saying, "Mrs. Black is telling us about her wonderful cruise."

When introduced the one whose name is mentioned first says, "How do you do?" which is met with a bow and a smile perhaps and a remark on some general topic. The weather proves a safe but ordinary topic to commence the conversation, and one may remark on the beauty of the flowers or the charm of the music. In a large crowd what one says is not so important as the gracious manner of saying it. A clever woman, wearied of social banalities, declared that none even heard the words of the others, so suavely went through an afternoon murmuring to each one: "I could not endure my husband any longer, so I killed

him and buried him under the sofa." Each repetition met a pleasant smile and murmured conventional replies which would fit any remark but the actual one. "Pleased to meet you" or "Charmed" are provincial and belong to the class of "Meet my friend."

One may designate the person introduced as, "My aunt, My sister, Our cousin," and introducing a house guest it is quite correct to say, "Miss Grey, who is staying with me." It is unnecessary to tag everyone, but it is often helpful when there are strangers from out of town or shy young people who have difficulty in commencing the conversation. Therefore one says, "Miss Grey, this is Mr. Brown who paints such charming pictures," or mentions that this guest has been exploring in Africa or excavating in Asia Minor.

Introducing a guest to a group only occurs at small affairs, like teas, luncheons or house parties. Standing by the guest to be introduced one says, "Miss Grey," pausing, then turning to the nearest lady, "Mrs. Black," and continues around the circle. If seated around the tea table the guest is introduced to the one nearest her, "Do you know Mrs. Black?" who rises and shakes hands, or if an older woman, merely shakes hands or may bow very graciously. Then the guests are introduced in turn without rising but bowing pleasantly and the guest being introduced may have her name

mentioned again at the end so that the guests surely hear it.

If there is any guest one wishes to know because interested in the same line of welfare work or who is a very dear friend of a member of the family, one may introduce oneself saying, "Mrs. Talbott?" and after receiving confirmation, adds, "I am Mary Fuller's cousin and have heard her speak of you so very often," and of course is cordially received. One may also say to a stranger, "Your point of view has been so interesting to me and I wanted to thank you for your influence on the Manning Bill." These self-introductions go no further unless the one addressed desires it.

If occasion arises to present oneself to any organization or to make a complaint to a society or in a shop, one says: "I am Mrs. Stone Wainwright, and I wish to make a complaint about ____." One never "enters a complaint" except in a book.

LETTERS OF INTRODUCTION

Letters of introduction to friends carry a social obligation with them and should be offered only for those friends whom one may vouch for in social and business integrity and only for those friends whom one knows intimately enough to ask the favor of entertaining the visitor. Of course where the person introduced is a notable that is sufficient since one is offering the friend an oppor-

tunity to put a social feather in her cap and also where the acquaintance is likely to afford much mutual pleasure. One may never ask for a letter but may mention that one is to be in such a town on such a date and the friend may offer the letter if she so desires.

The letter is given unsealed to the friend, who immediately seals it, expressing thanks for the thoughtful kindness. A lady mails the letter on her arrival, and, if followed by a call, returns it very quickly. A gentleman leaves the letter of introduction with his card at the house of the lady to whom it is addressed, but, if to a gentleman, mails it. If a business letter, he takes it to his office and sends it in with his card.

In business affairs, when the introduction takes place in the same town, the personal card may have on it, *To introduce Mr. John Stone*, or on the back, *Anything you can do for Mr. John Stone will be greatly appreciated by me*, with the signature following. It is better form and more complimentary to dictate a few lines to the secretary.

Dear Mr. Green,

This letter will be presented to you by Mr. George Thomas, a young man who is a friend of our family and who has an interesting idea to explain to you. Anything you can do for him will be greatly appreciated by us.

Yours very truly,

Charles H. Thompson

Or if the young man is unknown to the family one may commence with, "Permit me to introduce to your favorable notice Mr. ——" and give some information regarding the young man, as to his college degree, experience and some reason why one busy man should ask another busy man to see him.

No social obligation follows the introduction on a card or in a business letter, but if favorably impressed the young man may be taken to lunch at the club or some restaurant.

Dear Mrs. Gray,

It gives me the greatest pleasure to introduce to you my friend, Mrs. Stuart Warren, of Boston, who is to be at the Hotel Preston for the month of July. I am sure you will find mutual enjoyment in each other's congenial society and any kindness you can show Mrs. Warren will be greatly appreciated by my husband and myself.

With kindest regards to you and Mr. Gray.

Very cordially yours,

Juliette Gary

The mention of her husband's name in the letter reveals that there may be also an important business connection between the families.

Dear Mrs. Gary,

Thank you so much for the mutual pleasure you have given your charming friend, Mrs. Stuart Warren and myself, by your letter of

introduction. We have formed a most congenial friendship and find her a great addition to our circle here.

We often speak of you and wish that you might be here to enjoy the fine salt air and excellent bathing. We should so enjoy having you with us if you ever come to this part of the world any more.

Very cordially yours,

Nancy Gray

It is always a thoughtful courtesy to thank anyone for presenting friends and to say that the friends have been found charming, and quite necessary for the bearer of the letter of introduction, if presenting it, to send a note of thanks and mention any hospitality extended.

Dear Mrs. Gary,

Your friend, Mrs. Edward Gray, is most charming and lovely and has been very hospitable and kind to me.

She has turned a rather sad and lonely summer since Mr. Warren is in Europe into one of great pleasure and delightful companionship, and each day I appreciate your thoughtfulness in presenting me to your friend.

With kindest regards and many sincere wishes that you may have a charming summer.

Most cordially yours,

Bettina Warren

Dear Peggy,

I do so want to have you meet my friend, Miss Ruth Barton, of Philadelphia, who will be staying with her mother at the Beach Hotel in your gay seaside town. She is charming and anything you can do to make life more enjoyable for them will very greatly please me.

We are leaving for the mountains so shall not have the pleasure of seeing you this summer.

Affectionately yours,

Pauline Stratton

Dear Pauline,

Thank you so much for giving me an opportunity to meet two such delightfully charming gentlewomen. I am charmed with both mother and daughter and am giving a tea for them in the garden.

Do stop long enough in that rushing life of yours to write me how you are and how goes the world with you.

Affectionately yours,

Peggy Forsythe

Dear Mrs. Stratton,

Thank you so very much for giving me your "open sesame" to all the pleasures of delightful companions and charming scenes. Your

little friend Miss Forsythe is so charming and so delightfully kind that dear Mother and I are having the happiest of summers.

With kindest regards from us both,

Very cordially yours,

Ruth Barton

Dear Mrs. Barton,

My cousin Oscar Thomas is to be in Philadelphia this winter at the art school and I am very keen to have him enjoy the pleasure of meeting you and dear Ruth.

My memories of last summer are so delightful that he is looking forward with much pleasure to knowing you.

He dances like an angel, plays and paints a bit and is my very best cousin.

Very cordially yours,

Peggy Forsythe

Dear Peggy,

It will be a pleasure to meet any relative or friend of yours. Ruth and I are looking forward to seeing your cousin at tea on Sunday afternoon.

Very cordially yours,

Martha Barton

Dear Louise,

This afternoon a most awkward dilemma arose when Mr. Gregory Stout asked me for a letter of introduction to you. As he and my

husband have at present some business connections I could not refuse, so gave him a very brief note to you.

He is apparently a very nice young chap, well liked, but I do not know him sufficiently to ask you to entertain him, so if your husband would be just a bit nice to him I shall feel relieved.

Lovingly yours,

Isabel

This is a permissible note to send when a letter has been asked on too short an acquaintance. The one to whom the letter was addressed may form her own conclusions and, if pleasant, may invite the young man to her home, but her friend has no further responsibility.

CHAPTER V

THE VISITING CARD

THE visiting card represents oneself in the social world as its counterpart does in that of business and should express the individual by conveying in its appearance other information besides the address. The card correct in size and lettering reveals a social knowledge and a desire to conform to conventions at least in outward form.

The full name is engraved (never printed) unless it has been the custom for the individual to use the initial only for the first name. It is better not to use all the names if very long, omitting one rather than use the initials unless they are used to distinguish the particular branch of the family from others of the same name.

When the son is a junior, his wife adds either *Jr.* or *junior* after her name, according to what he uses on his cards if his mother is living. When the mother is a widow she adds *Sr.* or *senior* to her cards, as she correctly retains her husband's full name. If she refuses to do this, as occasionally occurs, the wife uses the *junior*, although her husband does not.

The man's card is the smallest and engraved in Roman or Old English but rarely in the French script, and when married the same lettering should be used as that on his wife's card, since they will often be used together.

The prefix *Mr.* is always on his visiting card, although omitted for business except when *Dr.*, *Rev.*, *Judge* or *Army* or *Navy* titles replace it. A lieutenant has *Mr.* on his cards with the words beneath, *Lieutenant in the United States Navy*. A professor using the prefix adds the necessary letters after his name which explain his attainments.

A bachelor may have his club address on the card, but a married man uses only the house address.

The joint card of *Mr. and Mrs.* is used for all formal social affairs, to send wedding presents and flowers to a *débutante*. The single cards of husband and wife may be used together, but the joint card is much smarter.

The wife also has an individual card and with a *débutante* daughter her name appears below. The daughter also has an individual card, and where there are several daughters who are out in the social world the *Misses* — may appear below the mother's name. The eldest daughter's card may have only *Miss* — on it, but the address should be engraved if there are others of the same name in the city.

The address appears in smaller letters in the lower right-hand corner, and where there are two addresses, one for town and for the country house, there should be two sets of cards.

If only one or two numerals are in the address

they are often written out, as *Ten Vermont Avenue*, but when there are more the numerals are used. Where the day at home is still in vogue this is placed in the opposite corner, as *Tuesdays* or *Thursdays in January*.

After reaching sixteen young girls have the prefix *Miss* and the proper name on their cards instead of a nickname or abbreviation. In fact, on all cards, even for the small children who do not use a prefix, the name should appear in full. The young man in college uses or omits the prefix as he desires.

When calling on a widow or divorcée the wife leaves one of her cards with one of her husband's, and if there are daughters in the family leaves twice the number. If there are sons, leaves another card of her husband for the sons. If she has a son she leaves three of his cards, for the lady, for her daughters, and a third for the sons.

When calling on a married woman she leaves her husband's cards for each lady and gentleman, and her card and her daughter's cards for each lady, but never more than three of each, as these include all the members of the family.

A bachelor not living at home is expected to leave his cards, but cards are left for one by his sisters or nieces if they live with him, as daughters or sisters do for a widower.

When cards have one corner bent over it means that the call was made in person and asked for at

the door, but quite as many cards are left without this indication.

P. P. C., which is the French for *Pour Prendre Congé*, meaning to take leave of, are left when leaving town. Where hospitality has been accepted and there has been no opportunity to make the requisite call or offer hospitality in return, an informal note should be written expressing regret that it was impossible to see the friend before leaving.

Cards of inquiry are left when there is illness, death or on the arrival of a new baby unless very dear friends, when one should ask for the friend.

Cards should be left within a week after receiving invitations whether one attends or not, except for an "at home," when cards are sent to arrive on the day of the affair, if unable to attend, or are left on entering. They are left on the mothers of the bride and groom after a wedding and a mother leaves cards on everyone who has invited her daughter. If invited to meet strangers at a luncheon or dinner, cards should be left on them within a few days and also after a first invitation to any meal.

Invitations are sent on visiting cards for any entertainment except a dinner, when there are to be many guests, but never seem as courteous as the written ones couched in formal or informal terms. These invitations require a formal reply except for a tea.

When a daughter does not have any affair given

for her entrance into formal society, her mother leaves cards with the daughter's name beneath hers on all her visiting list, thus showing that her daughter may be now invited to any entertainments.

After the first calls of the season and hospitality has been returned, calls are not so necessary, although cards should be left within the few days after any entertainment. However, in places where there is not such a rush of entertainments, calls should be made as an appreciation of the pleasure received and it is one of the after pleasures of entertaining for many hostesses.

One must return the first call of any stranger, even if not desirous of continuing the acquaintance, and these first calls should be made within ten days.

The older residents should call first and a stranger never makes the mistake of calling unless asked to do so. Residents and neighbors should call on a bride from another place, and these calls should be returned within ten days. In the large cities the neighbors are not expected to call, although they may do so if they wish. All those invited to the wedding should call on a bride and also when with the announcement, cards were enclosed giving the bride's new address.

Meeting at a friend's house one may ask another to call on her, but not when the other person is much more socially prominent, as the invitation should come from her. It is extremely discour-

teous to ask one lady to call and not ask the one who is standing with her.

A card is always left for the hostess when calling on a guest although in this circumstance it is not necessary for the hostess to return the call. A call is often made for an invalid who can receive them but is unable to make them, by a daughter or member of the family who leaves the card of the invalid and explains.

When a gentleman gives an entertainment a call should be made on any member of his family who acted as chaperon. When invited to an affair given by two ladies a call should be made on the one who is the friend responsible for the invitation and cards left on the other, if not a friend.

A hostess should always call before sending an invitation and if unable to do so because there is too brief a time between the first meeting and the date of the affair, writes an informal note explaining.

In formal society no lady calls on another unknown to her with a gentleman except with a member of her family unless the lady is an invalid or elderly, when she may make the first call with her fiancé. There is an exception to this rule where a hostess has open house certain evenings or afternoons where young people studying art and music are welcome and asked to bring their friends.

“Not at home” is understood to be not receiving, and the servant must be instructed in advance

when to deny his mistress to visitors. Even if the guests are unwelcome they cannot be refused admittance on the receiving day. One may not be home to casual callers but may leave word that if certain friends call one will receive them.

More detailed information about receiving of guests at the door will be found under the chapter on domestics.

If calling on some one whose motor is waiting, regret is expressed that one is going out and the caller should expect to leave. However, if her hostess requests her to stay she should sit and chat a few moments and then leave. The hostess may also say that she has an appointment and suggest that she take the caller on her way, mentioning the locality to which she is going so that they may talk together a few moments. This does not mean that she shall take the caller to her ultimate destination but it does give them opportunity to be together a few moments.

CHAPTER VI

SOCIAL CORRESPONDENCE

SOCIAL letters and notes may be divided into two distinct classes, the formal and informal, and among the latter may be included those notes of daily life which are hardly social in their contents, yet which require the social manner and conventions.

While one may express some individuality in the informal note, those of formal type must not be changed from the conventional form and the formal invitation requires a formal response regardless of any unusual circumstances. If further explanations are deemed necessary an informal note may follow the formal response or, if on sufficiently friendly and intimate terms, the telephone may be utilized.

The use of the third person at once proclaims formality and the answer must also use the third person throughout. A not unusual mistake is to commence with the third person and later on employ the pronoun "I." The use of the first person immediately signifies an informal type of epistle, although it may be an invitation for an affair of several hundred guests where very smart clothes are required. A formal invitation may be sent out for what appears a most informal affair such as a garden fête, but let the newcomer beware

and wisely wear the smartest costume although adapted to hour and place.

Unless engraved, all formal invitations and notes must be written in long hand even if it is the hand of the social secretary, and there is an exact wording and spacing for all formal requirements which should be carefully followed, as convention permits the use of only the upper sheet of the note paper. If one writes a large all-covering script it must be regulated to produce a page which has social sanction in form as in contents. To acquire this desirable appearance such a writer will derive much benefit from practicing on inexpensive paper folded the correct size until able easily to accomplish a page conveying formal invitations, acceptances or regrets.

The selection of the writing paper is most important, since formality requires white or ivory for invitations although the delicate tints may be used for the formal responses, and all must be of most excellent quality and not too extreme in style. For social correspondence there are three sizes required, the largest for social letters, a smaller size for all formal occasions, and the smallest which is used for notes of a few lines, such as congratulations and condolences. Correspondence cards are used only informally to convey a few words and of course a postal card is impossible except for semi-business use, such as sending an address.

The delicate grays, blues and lavenders with

monogram or address are exceedingly smart but only for intimate letters or country house stationery are the gayer and more unique forms possible.

For bachelors, since wives attend to the social side for their husbands, there are darker shades of gray, blue and slate, but the novice wisely clings to the conventional white for formal use. The bachelor girl or business woman often follows the masculine taste in the darker tones and the use of initials or address rather than the more intricate monogram. A delicate or simple monogram in the darker tone of the paper or in silver or gold with a touch of faint color is preferred to the heavier more elaborate designs, and is placed in the center or the left-hand corner and is frequently omitted if the address is engraved. When only the address is preferred it occupies the center or right-hand corner. In these days of telephoning, the informal invitation, the number and station are frequently engraved below the address, which is then centered on the paper. As country house stationery often requires more than just the name of the country house or the number and street address at the right, the left-hand corner gives further details in smaller type—such as the telephone number, telegraph, post office and railway station if they differ from the country house address.

When in mourning the visiting card, envelopes and paper have black border according to the

depths of mourning expressed in clothes and retirement from the world. As the period of mourning shortens the border grows narrower.

In addressing the envelope write all the necessary directions but without superfluous words, such as "For." If there is a special name for the country house by all means use it and should it cause a lengthy, confused appearance it may be placed in the lower left-hand corner. In addressing a guest "Care" should be written and the name of the host given rather than that of the hostess. If a guest is visiting a girl friend at her mother's house the letter is sent in care of the hostess, if there is no masculine head of the house, instead of in care of the young friend; a minor detail, but one which has often been criticized. So much social tact is required in addressing invitations and letters correctly that a separate section will be devoted to it at the end of this chapter.

While brevity is the soul of wit, haste is most ungracious so that social grace abhors all abbreviations and business forms which, while signs of efficiency, find no place in the social Lexicon. The full name should be written out except in those cases where the initial is always signed for the first name.

A widow should be addressed by the same name that she used when her husband was living unless she desires otherwise, which will be shown by the name on her visiting card. The word "and" is used between "Mr." and "Mrs." Instead of

writing "Cor. Greene Street," is written "Elm Avenue at Greene Street," and no punctuation is used on the envelope unless a period is added after the last word.

The numbers of the address on the envelope or in the letter where the address is not engraved should be written unless too lengthy, and the same applies to a numbered street—thus, "Twenty-four West Seventy-second" is infinitely smarter than the use of the numerals, but "1784 Madison Avenue" or "198 West 147 Street" would be out of proportion. Avenue and street and state are never abbreviated. One occasionally writes "Town" in English fashion, but it is wiser to write the name of the city. The same idea also applies to the date in a letter as one writes "Thursday, June the twenty-second," "the third of May," omitting the year, which is not required in a social letter. Should one desire to use the full date then numerals should be used, as "Thursday, June 22, 1920." The abbreviation "th" while still correct is rarely used. In social letters the date and address are placed at the lower left-hand end of the letter whereas in business forms it is placed at the upper right-hand corner.

Only business letters use the form of salutation such as "Dear Madam" or "Dear Sir" and, should it be necessary to write to a stranger as in a matter of inquiry or reference, the full name and address are written out and then with a space between one commences "My dear Mrs. ——"

*Mrs. Edward Stone,
126 Madison Avenue,
New York City*

My dear Mrs. Stone,

“My dear——” is considered more formal than “Dear ——” and one may not write “Dear Friend,” but should use the name after the salutations, or if on very intimate terms may commence with “Dear” and a dash.

A social note is written only on the first and last pages, and if not finished continued inside, but it is better to write on consecutive pages if the outer two are not likely to prove sufficient. The commencement is placed about a fourth or even a third of the length of the sheet from the top, much depending on the size of the paper and monogram. Writing too close to the top gives a cramped and economical aspect, while too deep destroys the proportion of the page. The margin at the left hand should be about three-fourths of an inch, with a deep indentation for the commencement of paragraphs, if the square form so rapidly growing in popularity is not used. The lower margin and the one on the right should have about the same spacing.

Paragraph the contents as the subject changes, even occasionally making an arbitrary division when launched on a heart-burning topic which fills the whole letter. If paragraphs are not deeply

indented a space should be allowed between them as an aid to clearness. A word should not be separated at the end of a line, but carried over to the next line.

In closing one rarely uses the conventional forms of "believe me," "With best wishes I am," but following the desire for simplicity writes "With best wishes," and on the line below "Cordially yours," as the connecting phrase is understood. Social etiquette in the Old World retains all of its elegance and no letter closes without some charming message, possibly conventional, yet always a graceful expression of interest. So among friends one may write, "Farewell, dear, until the next time," "You know how welcome any word from you will be," "You can never write too often or too long to —," "Do send me good news of your sweet self," "Best regards and cool wishes on this warm summer day."

All adverbs ending in "ly" require the possessive pronoun "yours" to be grammatical and a scribbled note ending "In haste" is neither grammatical nor courteous.

The full name should be signed unless too long, such as Margaret Goldsmith Hammersley, when it is advisable to omit the middle name rather than use an initial. Many women on marrying cease to use their middle name but retain their family name, so that Olivia Grace Grey marrying Edward Stone Martin signs herself Olivia Grey Martin and when writing to a stranger writes

below her signature, Mrs. Edward Stone Martin. A divorcée usually drops her husband's first name and if retaining his surname signs herself as Olivia Grey Martin as before but adds beneath Mrs. Grey Martin.

A woman whose husband is a junior uses that word after her own name if her mother-in-law is living in the same town. If, however, the mother-in-law is a widow she is supposed to add "Sr." after her name. Where the older woman is not willing to do this the daughter-in-law has retained the "Junior," although her husband has omitted it after his name. When unmarried (Miss) is placed in parentheses before a woman's signature in a business letter. A man signs himself in a social note as John Walden Smith, avoiding the use of initials. In some cases he may use the above as a business signature and signs himself in social correspondence as Walden Smith.

Now that we are on such approachable terms with royalty, government officials and other distinguished individuals, a brief reference guide is required, since we often wish to address them in regard to reforms and various welfare projects.

All executives of state in our country are addressed formally as Sir or Dear Sir, except the President, who is addressed only as Sir. Socially they are addressed as My dear Mr. President and My dear Mr. ——. The envelopes and letter openings and closings are as follows:

The President:

Sir:

I have the honor to remain, Your most obedient servant,

The Vice-President—the same as to the President.

The Hon. ————.

Chief Justice of the Supreme Court,

Sir:

I have the honor to remain, Yours very truly,

The Hon. ———— (Members of the President's Cabinet),

Secretary of the Interior,

Sir:

I have the honor to remain, Yours very truly,

Senator ————,

Sir:

I have the honor to remain, Very truly yours,

The Hon. ———— (Member of Congress or Legislature, House of Representatives or State Assembly.)

Dear Sir:

Believe me, Very truly yours,

His Excellency The Governor,

Your Excellency:

I have the honor to remain, Yours faithfully,

His Honor The Mayor, City Hall,

Dear Sir:

Believe me, Very truly yours,

*His Excellency The American Ambassador,
American Embassy,*

Your Excellency:

I have the honor to remain, Yours faithfully,

*The Hon. — —, American Legation,
Sir:*

I have the honor to remain, Yours faithfully,

*— —, Esq.,
American Consul,*

Dear Sir:

I beg to remain, Yours very truly,

An invitation from the President is equal to a command and may not be declined so that all earlier engagements must be canceled, and only illness or deep trouble may excuse one. The explanation should be given frankly and not as a mere formality.

All officers of the Army and Navy are addressed by their full titles above the rank of lieutenant, and may not be abbreviated.

A lieutenant is addressed as "Mr. — —, Lieutenant, 10th Regiment, United States Infantry," or "Lieutenant in the United States Navy."

Formally the officers are addressed as "Sir" but socially as "Dear Admiral — —."

The Church requires more formality and ceremony and only the simplest forms are given here,

as follows: the address—the salutation—the closing.

ROMAN CATHOLIC FORM

His Eminence, Cardinal ——,

Your Eminence:

I have the honor to remain your humble servant,

The Most Reverend ——, Archbishop of ——:

Most Reverend and dear Sir:

I have the honor to remain your humble servant,

The Right Reverend, Bishop of ——:

Right Reverend and dear Sir:

I have the honor to remain your humble servant,

The Reverend ——:

Reverend and dear Sir:

I beg to remain yours sincerely, (for priest)

ANGLICAN CHURCH FORM

The Most Reverend ——, His Grace the Archbishop of ——:

My Lord Bishop, May it please your Grace

I remain, my Lord Archbishop, your Grace's most obedient servant,

To the Right Reverend, the Lord Bishop of ——:

My Lord:

I have the honor to remain your Lordship's obedient servant,

PROTESTANT FORM

Right Reverend —, Bishop of —:

Right Reverend and dear Sir:

I have the honor to remain your obedient servant,

The Reverend — —, or Reverend Doctor —:

Reverend and dear Sir or Dear Sir:

I beg to remain yours sincerely, (for minister)

JEWISH FORM

Rabbi —,

Dear Rabbi —:

Yours sincerely,

PROFESSIONAL FORMS

Physician: — —, M.D. or Dr. — —

Dear Sir: (informally) Dear Dr. — or Dear Doctor:

Yours sincerely, or Yours truly,

Professor: Professor — — (followed by correct initials)

Dear Professor — or Dear Dr. —.

Further information regarding the addressing of individuals socially will be given in the following chapter.

CHAPTER VII

INVITATIONS, ACCEPTANCES AND REGRETS

AN invitation is an implied compliment and should be accepted or declined in the same cordial tone, whether considered desirable or otherwise. As one is supposed only to decline the invitation of a friend because unable to accept, some excuse must be offered and there are a few conventional ones which come within the formal style. A previous engagement, illness or absence from town are most often used, but when given to escape attendance care must be taken that one is not reported as dancing gayly at some restaurant while supposedly confined at home by illness. An earlier engagement is quite the safest since there always exists a possibility that something occurred to postpone it and having regretted, one could not attend.

Occasionally one has cause to decline a very attractive invitation which later it becomes possible to accept and if it is a large affair one may attend and explain to the hostess, or if a small affair and the hostess is an intimate friend one may write or telephone asking if the change of plans would inconvenience her.

However, any entertainment such as a theater party where seats are arranged in advance, a card party, luncheon or dinner where a certain

number of guests are planned for, must remain declined. To make such a request would betray one's lack of experience, since only a hostess can realize the extreme consternation of receiving an extra guest at the eleventh hour.

This is almost equaled by the dismay when a dinner guest sends regrets after having accepted, and another dinner partner must be found, with the pleasant possibility of offending anyone invited at the last moment. This is more difficult when the missing guest is masculine, since one often has an obliging and understanding feminine friend who will sweetly fill out the number. As eleventh-hour notes are so difficult a few have been given later among the informal notes for dinners.

When a married couple are invited to dinner and the husband cannot accept, the wife declines also, since it may be difficult to arrange another dinner partner for her. This is a case where an explanatory note may follow if the hostess is an intimate friend and not only a social acquaintance, but it must be done so deftly that the hostess is not placed in an embarrassing position, so that it is usually wiser to play Polly by the fireside under such conditions.

One should never bring a guest, even a house guest, without asking permission of the hostess, for there may be special reasons known only to herself why she would not wish to entertain your friends or introduce them to her guests, since one

is supposed to stand sponsor for the guests within one's gates. If a guest arrives for a house visit after a formal dinner has been accepted, explanations must be made and some other form of entertainment provided for the visitor, since only illness or death may prevent the appearance on that occasion.

One may not use the telephone to convey an answer to an invitation unless given through that medium and it is always wiser to send a few lines mentioning the hour and date, since often the memory trips or the message is incorrectly heard.

As all formal invitations are sent out weeks in advance that the hostess may invite other guests in place of those declining, too much cannot be said about the promptness of replying. Within the week is the rule and a definite answer must be sent so that the hostess may provide accordingly. All formal invitations use the third person and must be answered in the same person.

It is a commentary on the casual manners of the day that the hostess finds it is necessary to have added to her engraved formal invitations either *R.S.V.P.*, the initials of the French words, translated into "respond if you please," or "The favor of an answer is requested."

However informal the invitation, even for tea on a visiting card, the answer must not be written on the visiting card. No answer is required for tea when sent so informally except if unable to attend, then the visiting card without any writing is

mailed to be received the day of the affair. A brief note is always appreciated by the hostess that she may make the requisite arrangements.

Other invitations sent on the visiting card as described in that chapter should be answered by formal notes. No answer is required to an "at home" invitation, but cards should be mailed to arrive on the day of the affair if not attending.

Invitations for afternoon affairs, such as at homes, card parties, musicals, with the exception of garden parties are sent only in the name of the hostess or in the name of herself and daughters. Formal invitations for affairs after six o'clock require the name of the husband and wife. A young girl never sends invitations to young men, however informal, except in the name of her mother or father if he is a widower, or any relative with whom she lives or may be visiting.

Invitations for large affairs are sent to those in mourning, who simply regret without giving any reason, the black bordered paper being sufficient explanation, and mail their cards to be received the day of the affair.

Formal invitations are addressed to *Mr. and Mrs.* — — —, but informal ones to the wife including her husband or daughters. Separate formal invitations are sent to the sons but the daughters may be addressed as *The Misses* ——. Informal invitations are addressed to *Miss* ———, the eldest daughter, who is asked to also invite her sisters. Formal invitations following this

manner are also sent to the children, since *and family* is no longer correct.

Separate invitations are required for parents living with their married children and vice versa. All formal invitations should be sent out by the parents for large affairs when their married children live with them, but invitations for smaller less formal affairs may be issued by the children when the parents, not caring for social life, have practically withdrawn and rarely appear.

A judge is addressed as *Mr. Justice and Mrs. ———*, and a physician and his wife as *Dr. and Mrs. ———*, and a professor and his wife as *Professor and Mrs. ———*.

Formal answers are addressed to *Mr. and Mrs. ———* or to the one in whose name the invitation was issued. If the daughter's name appeared below that of her parents it may also appear on the envelope, but the idea is that the invitation came from her parents so that it is often omitted in accepting or declining the invitation.

A bachelor answers his invitations, but a widower may ask his sister or daughter to assist him, and a wife answers for her husband. Informal answers are addressed to the wife accepting for husband or daughters.

Formal and informal invitations and their answers are given in each chapter devoted to entertainments, but the general card of invitation which is most successful as it meets so many

requirements, is shown below and following the most simple form of acceptance and regret.

*Mrs Elliott Hammond
requests the pleasure of*

—— ———
company at ——

on ——

at — o'clock

Ten Park Terrace

*Mr. and Mrs. Robert Duncan
accept with pleasure
Mr. and Mrs. George Holden Cramer's
kind invitation for
Wednesday the seventh of May*

*Miss Rosalie French
regrets that she is unable to accept
Mr. and Mrs. George Holden Cramer's
kind invitation for
Wednesday the seventh of May*

When it is necessary to recall formal invitations because of death or illness a card printed in the formal third person, since there is not sufficient time for engraving, is immediately sent out to the invited guests, giving the reason for the postponement or the withdrawal of the invitation.

CHAPTER VIII

BREAKFASTS AND LUNCHEONS

BREAKFASTS are growing more and popular since they offer another opportunity for friends to meet in a day already full of engagements and are especially successful for entertaining a visiting guest whose stay is all too brief.

This may be a very smart affair, excelling in simplicity with its hour of noon proclaiming its informality. It may be a half hour later or a little earlier and is vastly appreciated by artistic and literary circles where the midnight oil is burned and therefore breakfast is late in the day.

It is usually planned for the enjoyment of a few congenial and intimate friends and quite often the guest of honor is a celebrity in town for a few days.

Informal notes or the visiting card with the date and on the line below "Breakfast at 12 o'clock" convey the invitation. If there is to be a guest of honor, in the upper left-hand corner is written "To meet Mr. Ready Writer." A note of invitation should be sent to the celebrity and his acceptance received before sending out the invitations. These may also be telephoned which has an advantage that one knows at once who is coming.

The notes or cards are answered in the informal

first person unless the telephone was used when the answer given then was sufficient.

My dear Ruth,

Will you join a few congenial friends for breakfast at noon on Thursday, February the tenth, to meet Miss Mildred Murdock, the brilliant writer, who is to be with us? Do come, for I want the added pleasure of your cheery company.

Affectionately yours,

Estelle

*Saturday February the fifth,
Twenty-four West Tenth Street*

My dear Estelle,

With delight I shall arrive on your doorstep at high noon, thrilling to my very toes at the prospect of the charming company and one of your delightful breakfasts. So sweet of you to think of me.

Lovingly yours,

Ruth Grayce Hall

*February, the seventh
294 West 71 Street*

My dear Jack,

A few mutual friends are coming to breakfast at noon on Thursday the tenth, to meet Miss Mildred Murdock, who is as charming

as she is clever, and I want you to add to the joy of the affair.

Please do not say that horrid word "no!"

Cordially yours,

Estelle Evarts

February the fifth,

Twenty-four West Tenth Street

Dear Ruth,

It gives me great pleasure to accept your invitation to breakfast at noon on February the tenth, to meet your friend Miss Mildred Murdock.

Faithfully yours,

Jack

Dear Ruth,

Sorry is not the word to express it but what can a busy man do but regretfully say that the pleasure you offer for Thursday noon, February the tenth, is not for me, as I am overwhelmed with work at this minute.

You know my procrastinating ways but the penalty seems a little too heavy when I must miss meeting Miss Murdock and one of your jolly breakfasts.

Faithfully yours,

John Home Enderton

February the seventh

1197 Madison Avenue

My dear Mrs. Sommers,

Will you come to breakfast at twelve o'clock noon on Thursday, February the tenth, to meet some very charming friends and Miss Mildred Murdock the brilliant writer? Do come for I am sure it will mean mutual pleasure for all. Very cordially yours,

Estelle Evarts

February the fifth,

Twenty-four West Tenth Street

My dear Mrs. Evarts,

Most unhappily my plans for the week-end commence on Thursday, the tenth, so instead of meeting your friends and enjoying your delightful hospitality I shall be speeding away on the train.

It is most charming of you to think of me and I shall express my appreciation personally to you on my return.

Most cordially yours,

Martha Greene Sommers

February the sixth,

Ten West Eleventh Street

Suggestions for a delicious menu will be found under the title of Menus.

The men wear business suits, leaving their coats, hats, gloves and canes in the hall on entering. The women leave their wraps in the hall or

dressings room provided for them but retain their hats, veils, gloves and any small fur neckpiece. The gloves are removed at the table or before in the drawing room and the veils removed or turned up above the face. Smart street gowns or tailored suits are worn with smart hats, but nothing as elaborate as for a formal luncheon, although if going on to other affairs a very smart frock is correct. In the country of course the clothes are less formal, but one should be well groomed, and it is never a mistake to look very smart, but the cut of the clothes must express simplicity.

The guests remain half an hour after the conclusion of the meal unless for some special reason the stay is prolonged, but should not linger on indefinitely.

LUNCHEONS

Luncheons are at the "parting of the ways." The formal ones grow more so each year and in past seasons have served to introduce the *débutante* to the social world and yet paradoxical as it may seem they are growing more informal until except for the hour they resemble "at homes" with a buffet spread. This last is the "stand-up luncheon" to which the guests are bidden by the visiting card with the date and explanatory words "Luncheon at one o'clock."

When launching the *débutante* the invitation mentioned only the name of the hostess since the host's name and person have no place in luncheon

plans, the young daughter supposedly not appearing until after her informal début. To-day her name often appears below that of her mother or hostess if some other member of the family is giving it in her honor. The invitations are no longer limited to other débutantes, but older guests of social importance are invited.

For large formal affairs private reception rooms in clubs and hotels are much in vogue with apartment house dwellers or where the town house is small, and replies should be sent to the house address. This is engraved on invitations to dances and large affairs, but for small affairs is unnecessary, as one invites only friends to luncheons.

The formal invitations are sent out the usual ten days in advance and require an immediate response in the formal manner.

*Mrs. John Marcus Greeley
Miss Jane Grey Greeley
request the pleasure of
Miss Lillian Sloane's
company at luncheon
on Tuesday, March the tenth
at one o'clock*

*Miss Sloane
regrets that a previous engagement
prevents her accepting
Mrs. Greeley's
kind invitation for luncheon
on Tuesday, March the tenth*

If the address is not on the note paper it should be added when only the surname is used, since there may be others of the same or extremely similar name invited, unless following the fad of the latest *débutantes*, the first name is embossed in silver or gold on a tiny colored disc at the top of the paper, or the initialed paper otherwise distinctly designates the sender of the note.

When a luncheon is given for a visiting guest whose name appears on the invitations those invited endeavor to extend hospitality in some form to the guest and her hostess. They may be invited to tea, to the theater, for cards, an informal luncheon or whatever can be arranged in a busy season. Such courtesy is always very much appreciated by the hostess.

One of the new points of social etiquette is the appearance of only the hostess' surname in issuing and also in answering an invitation. When there are others of the same name in the social circle it has its disadvantages and it is advisable to retain the formal manner of using the full name.

If the hostess desires to invite her guests also for the *matinée* it is included in the invitation so that the guest may arrange for the hour of departure. If invited only for luncheon, tea engagements are possible, but hardly after the *matinée*.

*Mrs. Greeley
requests the pleasure of
Miss Sloane's
company at luncheon
and the theater
on Tuesday, March the tenth
at half after one o'clock*

*Miss Sloane
accepts with pleasure
Mrs. Greeley's
kind invitation for luncheon
and the theater
on Tuesday, March the tenth
at half after one o'clock*

If the hostess prefers cards to going to the theater the same form of invitation is used, omitting the line "and the theater" and in the lower left-hand corner is written "Bridge."

For these formal affairs the guests wear very smart clothes such as are correct for an afternoon "at Home," retaining their hats, veils and small furs. When muffs are in fashion they are often taken with the cardcase or hand bag into the drawing-room but are not taken to the table. Veils and gloves are removed in the drawing-room or at the table. If the affair is at a club or hotel the hostess wears a hat and also a veil if she desires, but of course the latter is raised when seated at the table.

The guests remain a half-hour or an hour at

the longest in a private house unless cards are to follow, but at a club remain only a short time before leaving. No guest should linger on after the others have gone unless asked to remain, but should leave with the others, expressing to her hostess her appreciation for the pleasure enjoyed.

Luncheons have to follow the same curtailment of courses as dinners and the long series of delicious and rich dishes has been eliminated until only a few courses of discriminatingly chosen ones are served. The menus for luncheons will be found in the section devoted to Menus in the chapter on the Home.

*Miss Lillian Sloane
accepts with pleasure
the kind invitation of
Mrs. John Marcus Greeley
and
Miss Jane Grey Greeley
for luncheon on
Tuesday, March the tenth
at one o'clock*

*Miss Lillian Sloane
regrets exceedingly that
she cannot accept the
kind invitation of*

*Mrs. John Marcus Greeley
and
Miss Jane Grey Greeley
for luncheon on
Tuesday, March the tenth
at one o'clock*

If the hostess desires to introduce a visiting guest to her friends she writes as follows:

*To meet Miss Florence Burch
Mrs. John Marcus Greeley
requests the pleasure of
Miss Sloane's
company at luncheon
on Tuesday, March the tenth
at half after one o'clock*

*Miss Sloane
accepts with pleasure
Mrs. Greeley's
kind invitation to meet
Miss Florence Burch
at luncheon
on Tuesday, March the tenth
at half after one o'clock*

The smaller luncheon is one of the most charming forms of hospitality and most delightful for entertaining a house guest. Friends meet to enjoy each other, to hear the latest social news and discuss the topics and fashions of the day in

a leisurely feminine way not possible at the brief tea hour and crowded reception.

The informal invitation is used for formal as for informal luncheons in private houses reserving the engraved or formally worded ones for the larger affairs. These sometimes are a little difficult for one not clever with the pen, so a number are given to suggest the general form. They may be brief or a little longer; both are good form.

My dear Mrs. Waters,

Will you give me the pleasure of seeing you at luncheon at one o'clock on Tuesday, March the twenty-fifth? Some congenial friends are to be with us and I look forward to the pleasure of your company.

Very sincerely yours,

Margaret Hanna Greeley

My dear Mrs. Greeley,

It will give me much pleasure to be with you on Tuesday the twenty-fifth at one o'clock and also to meet your friends.

Most sincerely yours,

Esther Graham Waters

Dear Bertha,

Will you come to luncheon on Thursday, March the twenty-fifth at one o'clock? My charming friend, Miss Frances Hart of Cleveland is to be with us and I am sure you will

find much mutual interest. Afterwards we go to the matinée to see —, which I hope all will enjoy.

Affectionately yours,

Margaret

It is customary to mention the name of a house guest and to give the name of the play selected if possible. The seats should be reserved before sending out the invitations.

The date is omitted from engraved invitations since when regrets are sent in others are immediately mailed, but informal ones should have the date and also the address added if not engraved on the note paper. When omitted at the end of social notes its use is understood.

Dear Margaret,

Unfortunately Thursday the twenty-fifth is the day we had planned to celebrate a family birthday, which takes us out of town, and I regret so much that I cannot meet your charming friend until my return.

With many regrets and with tenderest regards for you, dear,

Affectionately yours,

Bertha Nye Wrenn

INVITATION TO ANNOUNCE AN ENGAGEMENT

My dear Miss Hunter,

Can you come to luncheon on Thursday, May the third, at half after one o'clock to hear

some very charming and delightful news which Jane is very anxious to confide in you. We are counting on your sweet presence to add to the joy of the occasion.

Very cordially yours,

Margaret Hanna Greeley

My dear Mrs. Greeley,

It is with extreme regret that I find arrangements have been made for me to speak at the Women's Club at two o'clock on Thursday, the third, and I may not change that engagement.

Will you give my dearest love to Jane and say that suspecting the happy news I am sending her my most loving wishes for her future happiness.

Very cordially yours,

Janet Gordon Hunter

INVITATION WHEN PRESENTING DÉBUTANTE

My dear Mrs. Weston,

Will you and your pretty daughter give us the pleasure of your company at the Somerset Club at luncheon on Wednesday the sixth of November at one o'clock? A few friends are coming to welcome Jane as she makes her débutante bow to the world, and we are looking forward to seeing you both.

Very cordially yours,

Margaret Hanna Greeley

My dear Mrs. Greeley,

It is with mingled feelings of regret and pleasure that I write to you for, while Margery accepts with pleasure your delightful invitation for luncheon on Wednesday, the sixth, at one o'clock, I must add that I cannot accept, since an earlier engagement has been made for that day.

My earnest wishes for the great success which I am sure Jane's charming ways will bring to her.

Very cordially yours,

Marie Leigh Weston

That informal arrangement where the friends are bidden by the visiting card and the luncheon served buffet style requires an answer. The menu is similar to that of the formal luncheon when the guests are served at the table.

The costumes worn are not as handsome as those for a formal luncheon, but just the smartest of street or day frocks. The hat and veil are retained unless it is a most informal affair for a few friends who are expected to remain for some time after luncheon for a chat or a hand of bridge. The hostess may suggest that they would be more comfortable if they removed their hats.

CHAPTER IX

AFTERNOON AFFAIRS

THE formal afternoon affair designated as an "at Home" is the most useful form of returning hospitality and for introducing the débutante daughter. This offers an opportunity for all one's friends to meet and to see them if only for a few moments.

The invitations are sent out as for other formal affairs ten days to three weeks in advance and no reply is necessary unless unable to attend, when visiting cards are left or mailed to be received the day of the reception. When attending the visiting card is given to the servant at the door, who presents a tray or laid on a tray in the hall which has been provided for the leaving of cards. In the larger cities no call is expected after such an affair but it is the custom in smaller places to call on the hostess within ten days after the affair, especially if not appearing at the "at Home."

These are the most informal of the large affairs, yet there is a certain amount of formality required in the invitations, in the refreshments served buffet and in the costume of those receiving and of the guests.

The invitations are engraved and they are different from the evening reception in that the word "at" is in smaller letters or in small type "will

be at home'' placed beneath the names and followed by the date. The general invitation form is also used. When the circle of friends and acquaintances is very large, for everyone on the calling list is invited to these affairs, two days may be selected in a month and engraved in the lower left-hand corner.

First and second Tuesdays

in January

(the hour)

Six hundred and seven

Park Avenue

Wednesdays

the tenth and seventeenth

of January

from four until seven o'clock

This is an excellent idea when the house is not large, as nothing is more fatiguing than a crush of people in warm rooms.

When the "at Home" is given to introduce a débutante daughter her name appears on the line below her mother's. If there is to be dancing the word is added in the lower left-hand corner when the order is given for the engraving.

Where there are daughters in the family who have made their entrance into the social world their names appear as the *Misses* — below that of their mother.

Two ladies may entertain together either at a club or at the home of one of them and issue invita-

tions in the names of both. Usually the rule of seniority is used in selecting the name first placed on the card, although a wider social acquaintance may give preference to the name of the younger woman. If a musical program has been arranged or cards are planned, either "Music" or "Bridge" may be engraved on the card. There are also cards for "at Home" engraved with spaces for filling in the name of the hostess, guest and date and hour, and on these may be written any extra words designating a special type of entertainment.

If one wishes to present a friend or visiting guest, her name is written at the top of the card or if the affair is especially given for her, cards may be issued with her name given at the end, as *To meet* and on the line below *Miss* — —.

When the guest is a distinguished person whom one desires to honor such as a high official, a literary or artistic genius, engraved cards may be issued commencing with *To meet* and on the line below *Admiral* — —, or if accompanied by his wife, *Admiral and Mrs.* — —.

The hostess remains near the entrance to the drawing room, but not so close to the doorway that when receiving guests, those following will be obliged to wait in the hall until the first words of greeting are spoken.

If the affair is given for the *débutante*, she receives with her mother for the first half-hour or even longer if many guests still continue to arrive. After that she may dance with her friends, but is

always ready to stop at any instant to be introduced to any guest or receive their farewells. The flowers sent to her are arranged back of where she and her mother, or hostess, stand, since other members of the family may give this affair for her. She usually carries the bouquet given by her father or brother although she may confer what is considered a special honor by carrying the flowers sent by some young man.

She usually asks some other débutantes "to receive with" her, but they rarely stand with her to meet the guests unless one is a cousin who is also making her début or a friend from out of town. These friends are free to dance but they often can add very much to the success by little acts of courtesy such as talking to the elderly, asking the shy ones to have a cup of tea and being exceedingly charming to everyone.

REQUEST TO ASSIST AT TEA OR RECEPTION

Dear Elizabeth,

Will you add to the happiness of my début by assisting us on Thursday, November the eighth at four o'clock? Mother joins me in hoping that you can be with us then.

Affectionately yours,

Olive Roberts

Dear Olive,

Delighted to do anything I can for my dear girl when she makes her first bow to the social

world and I will be with you at four o'clock on Thursday, November the eighth.

My kindest regards to your mother.

Affectionately yours,

Elizabeth Hamilton

A request to assist at an "at Home" or a tea is a compliment and one wears the prettiest frock with one's most agreeable smile. One should instantly answer the request and most cordially, and if asked to assist at the tea table or buffet at informal affairs take an individual interest in serving each guest with just the way they wish their tea or coffee, asking any who seem to hesitate and if not busy, talking to them cordially.

The host may not be present unless it is given for the débutante, when he and the sons of the house endeavor to see that all the guests are enjoying themselves. The host has the privilege of introducing any young man under his roof without asking permission.

In a friend's house all may chat together without an introduction, but this does not necessarily result in further recognition unless desired. Two women finding much of mutual interest may ask each other to call or continue to chat together or bow when they meet afterwards. A gentleman who wishes to continue the acquaintance should ask a friend to introduce him or afterwards take him to call on the lady.

It is quite correct to ask permission to bring a

friend from out of town, but rarely for a resident unless sure that the hostess would enjoy knowing the guest. Permission may also be asked to bring a shy young girl or a rather quiet individual who rarely goes out into the world and to whom the affair would be a great pleasure. The one who brings the guest is responsible for her enjoyment while there and should introduce her to the hostess after shaking hands.

REQUEST TO BRING A VISITING GUEST

My dear Mrs. Roberts,

My friend Constance Rutledge of Buffalo is staying with me and as I am very keen that she should take away the most charming remembrances of New York I am asking if I may bring her with me on Thursday, November the ninth at four o'clock.

Very sincerely yours,

Mary Doane Markham

My dear Mrs. Markham,

It is a very pretty compliment you give me in asking to bring Miss Rutledge and it will be a delightful pleasure to meet her with you on Thursday. I am sending her a card by this same post.

Most sincerely yours,

Madeleine Roberts

Very handsome costumes with a few beautiful jewels and small furs are worn and gloves are

usually white or of a very delicate tint. If veils are worn they are raised while partaking of the refreshments. The heavy outer wraps or fur coats are left with the maid in attendance in the dressing room. The hostess must be sure that this maid is a responsible one and also capable of taking charge of many valuable wraps.

The gentlemen leave their coats, hats and canes either in the end of the hall which has been reserved for them or in a room set aside, preferably on the ground floor where there is also an attendant.

The table service is buffet and the suggestions for it will be found under Table Service and Menus in the chapter on the Home. There should also be a bowl of fruit punch or lemonade near the dancers.

TEAS

The informal five o'clock tea has a charm all its own in the exchange of news and ideas among friends in the tranquil atmosphere of the home and many friendships are made and renewed over the teacups.

The days at home in the smaller towns where there is more time for friendship bring a deeper understanding and truer friendliness than a multitude of large affairs and the perfect hostess has an unrivaled opportunity to express her charming personality in bringing out that of her guests.

The telephone, visiting card or friendly note brings the friends together and the most simple

and dainty things are offered, selecting especially small sandwiches and dry cakes which are easily placed on the tea saucer and providing tea and hot water which is really hot. More detailed suggestions will be found under Menus.

If there is to be "music" or "cards" they are written in the lower left-hand corner of the visiting card with the day and hour in the upper one, or if given for a friend *To meet* — — —, is in the upper space and the day and hour at the bottom. If a "shower" is to be given for a bride or any friend, *Shower for* — — — is written above and more details of this will be found in the chapter "Before the Wedding."

To the visiting card invitation no answer is required although a hostess always appreciates a reply. Cards are mailed as for an "At Home" when not able to be present and if a husband has been invited as sometimes happens although the tea hour is more for bachelors, his card is mailed with his wife's. As one enters cards are left with the maid or on a tray by the door.

Informal little notes are also sent bidding one's friends to come together for a chat, to hear a new play read, or an hour of music and should always be answered promptly.

Dear Betty,

Do come in for a cup of tea at five o'clock on Thursday. It seems ages since I have seen you.

Devotedly yours,

Helen

Dear Helen,

Five o'clock will find me in my best bib and tucker all ready for a cheering cup of tea with you on Tuesday the ninth.

Lovingly yours,

Elizabeth

Dear Harold,

Can you be persuaded to drop your affairs a few moments and have a refreshing chat and a cup of five o'clock tea with some friends on Tuesday, May the ninth?

Cordially yours,

Helen Gale

Dear Helen,

Count on me for tea and talk on Tuesday the ninth, but the responsibility for unfinished work falls on your sunny head, so be prepared.

Yours sincerely,

Harold Fuller

Dear Mrs. Failles,

Will you come very informally for a cup of tea and meet my charming friend Miss Olive Roberts of St. Louis who is staying with me? Hoping we may have the pleasure of seeing you at five o'clock on Tuesday, May the ninth,

Very sincerely yours,

Helen Gale

Dear Mrs. Gale,

So very sorry to miss seeing you and your pretty friend, whom I have seen in the distance, but I have already promised my husband to devote the day to him. He has so little time free that I make every effort to be with him on any excursion to the country.

I shall hope to see you and your friend before she leaves.

Most sincerely yours,

Cornelia Failles

Dear Tom,

Here is a double treat for you at the tea hour—a new girl in town, my pretty visiting guest, Miss Roberts of St. Louis, and some music as Lenore has promised to bring her violin. Shall expect you at five o'clock on Tuesday, May the ninth.

Sincerely yours,

Helen Gale

Dear Helen,

Fates will have it that I am to be out of town for the week and am exceedingly sorry to miss the pleasant tea hour with you and your friends.

Thank you so much for thinking of me.

Most sincerely yours,

Thomas Hood White

It is also quite correct to sign only *Tom* should his hostess have signed only *Helen* as most intimate friends do in writing a letter that is not for out of town.

The hostess serves the tea if the group is small and never leaves the room while guests are present. If she requires anything and there is no maid she will ask a daughter or a friend to procure it for her. If the telephone rings she will ask a friend to answer it and take a message for her or the telephone number and to say that she will telephone later.

She does not go to the door with any except the last guest but receives their farewells among her guests and remains seated at the tea table if expecting other guests. She may ask a guest to remain a little later for some reason but it should be done so quietly that no guest will feel slighted or impelled to hurry away.

Where there are a few, introductions are made without rising from the tea table and the skillful hostess keeps the ball of conversation rolling, not allowing it to fall into deadly silence nor to be stopped while one person holds forth to the exclusion of others. She wisely interrupts all gossip and defends the absent one if a friend with a few words and quickly changes the conversation.

Smart simple gowns or the tailored suit with smart little hats are worn by the women, who leave their wraps in the hall but do not remove the coat of a tailored suit unless wearing an elab-

orate waist which makes it resemble a three-piece costume. The men wear business suits and leave their hats, gloves and canes in the hall with their coats.

When there are to be many guests the refreshments are served in the dining room with attractive floral centerpiece and lighted candles and everything placed on the table. Friends of the hostess are asked to assist and one serves the tea while at the other end chocolate is poured. A more definite description of the serving and viands will be found under Menus.

The guests may come at any hour after four if the hour is not mentioned and stay until six or a little after when unable to arrive before half after five. As the dinner hour may be earlier than the seven o'clock of formal society a dallying guest may be causing great inconvenience.

CARD PARTIES

Where one wishes to offer a little more hospitality than just the five o'clock tea the card party is ideal and grows more in popularity each season.

Invitations should be sent out early enough to provide sufficient guests for all the tables and the wise hostess is prepared not to play unless needed to fill out a table. She also asks some friend or relative to be ready to help in an emergency, to play cards or serve tea or help with the tally cards if a progressive affair.

The telephone may be used but it is far wiser to write the invitations on the visiting card with the date and hour above, and below *Cards* or *Bridge*, or an informal note. As a certain number is required for nearly all games of cards any mistake in the day or hour should be guarded against such as might occur over the telephone. It is advisable to mention the name of the card game to be played, since many if not conversant with the game, prefer to decline.

When many guests are to be invited the engraved general invitation card is filled in with the forms of cards to be played in the lower left-hand corner. If cards are to be played after luncheon, the invitations will be found in the chapter on Breakfasts and Luncheons. Of course acceptance and regrets should speedily follow the invitation so that the hostess may have the requisite number of guests. Friends who do not care for cards may be asked to come in later for the refreshments.

Plenty of card tables should be provided with well shaded lighting arrangements and the attractive black sateen or satin covers with gay decorations are useful appointments for those who play very often. They are better than the white linen, as there is less reflected light from their surface.

When refreshments are served after the games are finished and the prizes given, on the small tables instead of buffet style in the dining room the covers need not be removed. Without the card

covers it is customary to cover felt and mahogany tops with small linen cloths.

It is most necessary that there should be sufficient packs of new cards to provide two packs for each table, that while the dealing is going on the opponents may be shuffling the other pack for the next hand. Too much stress cannot be laid on having new cards. Much used cards have lost their gloss and are not only difficult to deal but often cause a misdeal.

Nuts and candies are sometimes placed on the tables in small dishes and at the end of the playing, cool water or some beverage should be passed for excitement often makes the players extremely thirsty.

The hostess selects attractive prizes, but rather simple and artistic ones for a small affair, such as the book of the hour, a pretty plant, or some decorative trifle. Gift and stationery shops have articles which are especially adapted for card parties. When the affair is in the evening with gentlemen present, the prizes are more expensive but too expensive gifts, for that is what they really are, which are beyond the usual manner of living, are ostentatious and not good form.

When one is a member of a card club it is not considerate to give very handsome and costly prizes when the club meets at one's home if it is known that others will be unable to do so. It also sets an example of expenditure which may be difficult for others to follow.

In the afternoon the costumes are such as would be worn to an "at Home" and the menu follows that type if served buffet or is more varied if served at the small tables.

Evening card parties include the men and when small, of only five or six tables, the invitations are telephoned or informal notes written. For a large affair the general invitation card is used and one which has both *Mr. and Mrs.* is correct when given by married couples.

The menu becomes more extensive, such as for a wedding buffet, the prizes are more important and expensive and the host wears his evening clothes, and the hostess a dinner or evening gown. The guests dress as for a formal evening affair. When it is more informal the ladies wear light semi-evening clothes such as crêpes and georgettes and the gentlemen tuxedos or sack suits.

Having accepted an invitation to play cards, one must be at least able to play well and not cause dismay to one's partner. If not very clever at the game a few practice games with friends or relatives will prove beneficial or a few lessons from a professional will make the evening more enjoyable for everyone.

If invited to fill in the place of an absent member of a card club when a house guest, one must absolutely know how to play the game. There is nothing more distressing for a member with an excellent record for winning than playing with an indifferent, absent-minded, or untrained player.

Far better to decline and stay at home with an interesting book or the much neglected correspondence. Of course if asked to fill in an emergency one will gladly do so after explaining to the hostess the lack of knowledge and after that play to the best of one's ability without further apologies.

It is not necessary to be able to keep score but one should have a very definite idea of the value of the cards and the various points, especially when auction or any form of game is played in which bidding occurs.

It is most exasperating when a partner outbids on a hand which does not warrant it although courtesy demands that the feeling be concealed. The timid partner may lose a trick or delay the playing of a good hand but that can be forgiven.

When the dummy's hand is laid down in bridge, that player remains seated at the table and refrains from any comment or suggestion, even so much as the raising of an eyebrow.

The courteous player never criticizes his partner's play, but compliments are never amiss either to one's partner or opponent for some brilliant play, but it must be said after the hand has been played.

Card playing reveals character surprisingly and greediness appears most shocking when the veneer of convention is dropped in a moment of excitement. High glee at winning over opponents, or sulks because "the luck is against" one, show lack of refinement and social experience. One

plays the game of cards as one plays the game of life with honest intention to succeed to the best of the individual ability and with coöperation with the partner, square dealing and consideration for opponents and always gentle courtesy.

Bystanders should never suggest a play or criticize a player, handle the cards, sigh or chuckle, or in any way distract the attention of the players.

Those winning prizes should be congratulated by their opponents and friends and no explanation given as to why the unsuccessful failed to win one.

The question of playing for money in private houses is a very serious one and the host and hostess should be most careful that none are drawn too deeply into a game in which they cannot afford to lose. The host may suggest that they stop playing for a little dancing or change the game to one in which there is no bidding. The hostess may advance the hour for supper and anyone may withdraw from the game by frankly stating that the stakes are too high for a meager purse.

CHAPTER X

DINNERS

THE formal dinner carefully planned and carried out in perfection of detail is the most notable of all formal affairs and an invitation to one is the greatest compliment a hostess can offer.

Since there can be only a limited number of guests even if a large dinner, the chosen ones are carefully culled from the visiting list, and those who are most congenial invited to meet, and of course those to whom a social obligation is due. To a dinner the hostess gives her most thoughtful attention in regard to every detail such as the selection of viands, the table decorations, and the seating of guests.

The invitations are issued in the name of husband and wife, engraved or partly engraved ones to be filled in. If written, the formal style is not followed as much as the informal, even for formal dinners.

To the engraved invitations may be added in the lower left-hand corner *Cards* or *Music*, or if a dinner given for young people before a dance, *To go afterwards to Mrs. ——'s dance*, so that the guests will not make other plans for the evening.

Dinners are now given for the younger ones

only, although invited in the name of the parents, who receive the guests but do not dine with them.

The answers follow the person used in the invitations and as promptly as possible. When either a husband or wife is unable to accept, regrets are sent for both and except in the case of a very intimate friend may one intimate that only one could accept the kind invitation and that should be done after the regrets have been sent.

One may not ask to bring another guest unless a very distinguished personage that one knows the hostess would wish to invite. Formal regrets must be sent and then the telephone or informal note explain the reason, thus permitting the hostess to change her dinner arrangements and include the guest if she desires.

If a house guest arrives after a dinner engagement has been accepted the hostess explains the circumstances to her and makes other plans for her evening entertainment, such as asking another member of the family or an intimate friend to go with her to the theater or opera, for which of course seats are provided.

In sending formal invitations and replies the date of writing may be omitted—and this frequently has the advantage that if a guest is later invited to fill in the place of one who has regretted there is no telltale date, should invitations by some mischance be compared. Delays in the mail is an extended and useful excuse in such a matter.

FORMAL INVITATIONS

*Mr. and Mrs. Homer Crampton
request the pleasure of
Mr. and Mrs. Clinton Porter's
company at dinner
on Tuesday, April twenty-fourth
at eight o'clock.*

(Engraved card to be filled in)

*Mr. and Mrs. Homer Crampton
request the pleasure of*

company at dinner

on

at

o'clock

At Thirty-one West Fiftieth Street

Should the dinner or affair be given at a hotel or club it is usually written, if not an entirely engraved affair, below the hour as *At the Somerset Club*.

*Mr. and Mrs. Clinton Porter
accept with pleasure
the kind invitation of
Mr. and Mrs. Homer Crampton
for dinner
on Tuesday, April the twenty-fourth
at eight o'clock.*

ETIQUETTE

*Mr. and Mrs. Clinton Porter
regret that a previous engagement
prevents their accepting
the kind invitation of
Mr. and Mrs. Homer Crampton
for dinner
on Tuesday, April the twenty-fourth
at eight o'clock.*

An invitation to dinner and for the opera or theater.

*Mr. and Mrs. Clinton Porter
request the pleasure of
Mr. and Mrs. Crampton's
company at dinner and the opera
on Monday, the seventh of March
at half after seven o'clock.*

*Mr. and Mrs. Crampton
regret that they will be
unable to accept
Mr. and Mrs. Porter's
kind invitation
for dinner and the opera
on Monday, the seventh of March
at half after seven o'clock.*

Occasionally it is necessary to postpone the date for a dinner because some mishap, or serious trouble causes one to cancel an invitation already accepted. If formal invitations have been issued

the third person may be used in announcing the change of plan.

*Mr. and Mrs. Robert Herron
regret exceedingly that a sudden
and severe illness in their family
necessitates the postponement
of their dinner arranged
for Wednesday, December the twelfth.*

INFORMAL INVITATIONS

My dear Mrs. Porter,

*Will you and Mr. Porter dine with us on
Tuesday evening, November the fifth at eight
o'clock? It will be a great pleasure to see you
again after your long absence this summer.*

Very cordially yours,

Constance Crampton

My dear Mrs. Crampton,

*It will give us much pleasure to dine with
you on Tuesday evening, November the fifth
at eight o'clock. We are also looking forward
to news of you and yours this past season.*

Most cordially yours,

Isabel Denise Porter

My dear Mrs. Crampton,

*With much regret I find that we have al-
ready made an engagement for Tuesday eve-
ning, November the fifth and are very sorry*

not to have the pleasure of an evening with you and Mrs. Crampton.

Most cordially yours,

Isabel Denise Porter

My dear Mr. Bronson,

Will you dine with us informally on Thursday evening, October the sixth at half after seven o'clock and go afterwards to the play? We are to have a few friends with us, among them my friend Miss Wylie from Montana.

Very sincerely yours,

Isabel Denise Porter

My dear Mrs. Porter,

It will be a pleasure to dine with you and Mr. Porter on Thursday evening, October the sixth at half after seven and go afterwards to the play. With kindest regards,

Very sincerely yours,

John Martin Bronson

An invitation to meet distinguished guests at dinner.

My dear Mrs. Conway,

It would give us much pleasure if you and Mr. Conway would dine with us on Wednesday, the ninth of November at seven o'clock and meet Mr. and Mrs. Morris Whitlock of London, who are staying with us for a few days.

*Hoping that nothing will prevent you and
your husband from coming,*

Cordially yours,

Isabel Denise Porter

My dear Mrs. Porter,

Mr. Conway and I accept with much pleasure your kind invitation to dine with you on Wednesday, the ninth of November at seven o'clock, and to meet your friends, Mr. and Mrs. Morris Whitlock of London. With warmest regard,

Yours most cordially,

Mabel Conway

Sometimes matters arise which necessitate absence after accepting a dinner invitation and a note explaining definitely the cause should at once be sent by messenger so that the hostess may invite another guest. One may also telephone or if ill, have someone telephone, but afterwards a note of regret should be sent.

My dear Mrs. Porter,

With great haste and equal regret I am writing to say that my husband and I have been called out of town by the severe illness of his mother, and so will be unable to be present at your dinner on Monday, January tenth. With many regrets and sincerest regards,

Yours most cordially,

Mabel Wainwright Greene

My dear Mrs. Porter,

Yesterday was an evil day for me for I met with an accident on the golf course which will not permit me the pleasure of being with you at dinner to-morrow night. I made every possible promise to Dr. James but he will not allow the least movement so I must forego the delightful evening with many sincere regrets.

Yours most sincerely,

Peter Markham

When a guest fails at the eleventh hour the hostess immediately telephones or writes to some friend who will understand her dilemma and gladly fill the place of the absent guest. It is a compliment to be asked to help out a friend even if the invitation is a belated one and should be accepted, if possible, in a most cordial manner.

Dear Mr. Beecham,

Will you be most amiable and come on Thursday the ninth, at eight, to dinner? At the eleventh hour one of my guests has fallen into the dread clutches of the influenza and I at once turn to you for assistance.

Dr. Porter and I will appreciate so much your coming as well as the pleasure of your company.

Yours cordially,

Isabel Denise Porter

Dear Mrs. Porter,

Nothing gives me greater pleasure than to serve my friends and in this case it will be doubled by the joys of your hospitality.

At eight o'clock on Thursday, the ninth, I shall be with you and prove that the ill wind of your friend has blown me into a delightful situation.

Faithfully yours,

George Beecham

Unless one has adequate service of trained servants to carry out the dinner in easy simplicity and speed, the hostess should select the less formal type of dinner serving and use the informal invitation. The formal dinner requires the most exquisite table appointments and the utmost perfection of service in every detail.

The dinner hour varies according to the locality, but as a rule the more formal the dinner the later the hour, which is usually eight o'clock, although it may be as early as seven, especially if the theater or opera is planned for after dinner. In the summer the dinner hour is late so as to avoid the lingering heat of the day.

Next in importance to selecting congenial guests is the plan for seating them. Either a diagram of the table is made and the names written and rewritten until satisfactory or the names are written on cards and placed on a small table and moved about. Two lists are made of the arrangement

and also of the menu and one set given to the butler. When acceptances or regrets come in they are checked up on the list and changes made.

Small cards are written with the name of a lady and placed in a small envelope which bears the name of the gentleman who is to take her in to dinner. These are given to the gentlemen at the door or a little later. Place cards are sometimes used, but more often at informal dinners. Menu cards rarely appear unless there are some very unusual delicacies to be served in which the host takes infinite pride.

Only for a very large dinner is an awning required, although a carpet may be laid over the steps and sidewalk. There should be a man in attendance to open the motor doors and to hold umbrellas over the guests if it should rain. Checks are not given to the chauffeurs but the motors are called by the address and not by the name of the owner. Motors are telephoned for when the guests are ready to leave.

A room is arranged for the ladies at the end of the hall, with a maid attending, but they often leave their wraps at the door as the gentlemen do.

The hostess is ready a few minutes before the hour mentioned and stands just within the entrance to the drawing room. The host need not remain beside her until the last guests arrive but walks about among the guests and introduces the gentleman to the lady he is to take in, if they have not already met

The gentleman always steps back of his wife in entering a room, unless he is of high rank, when he precedes her and is announced first by the butler. The President, the Vice President, Members of the Cabinet, Ambassadors and Ministers of any country precede their wives. Senators, Representatives and Secretaries of Legations, Governors and Mayors follow their wives, although they, like the higher officials, are announced first, as The President and Mrs. Harding. They are also seated or given precedence in the order given.

If any guests are late the hostess waits twenty minutes and then signals to the butler who announces "Madam, the dinner is served." When the guest appears the hostess rises and shakes hands with her if a lady, if a gentleman she only shakes hands. The guest will only say, "I am exceedingly sorry to be late," and make an explanation later in the drawing room. The hostess smiles most cordially, saying, "I knew you would not wish us to wait for you."

The guest may be served from the beginning, but it is far wiser to continue with the courses being served, as otherwise the guest must hurry, which is neither pleasant nor graceful. One must at least make a pretense of eating everything served lest an implied criticism of the choice of the hostess appear.

When the dinner is announced the gentleman seeks the lady he is to take into dinner, offering

his right arm. As the lady is to sit at his right hand it is a little more simple than offering the left, and he seats her at the table. The hostess follows at the end of the line, while the host precedes with the guest of honor. The butler may indicate whether the gentlemen are to turn to the left or the right.

The guest of honor is seated at the right of the host and the second place of distinction is beside the hostess.

If the lady next to a gentleman is a stranger he speaks to her and they chat pleasantly, but he is expected to divide his time between the ladies on either side and it is extremely discourteous to neglect either of them. A dinner always calls to mind the story of the old maid who said she loved dinners, for there was a man on either side of her who couldn't get away.

Two ladies or two gentlemen never sit together, and when the number of guests makes this impossible at an oblong or square table the hostess gives up her place at the head of the table. If the ends of the table are wide enough the guest of honor sits beside the host and a gentleman beside the hostess at the other end.

The hostess keeps the ball of conversation rolling, and each guest talks to those on either side. At the end of the dinner, when she sees that no one is eating, she looks across the table at one of the ladies and when she has attracted her attention slowly rises, the other lady following, and

soon all are standing. The gentlemen offer their arms to their dinner partners and, after leaving them in the drawing room, return to the table or the smoking room.

The ladies sit about in groups talking while coffee and cigarettes are passed and the gentlemen soon return to talk to the ladies. After half an hour the guests leave unless cards are to follow. Any lady may make the first move unless there is a distinguished guest who should be the first to suggest leaving. The hostess presses the button to summon the butler, maid, footman and carriage man to their duties.

As they all rise they say good-by to those they are talking to and to the hostess. One may say, "Good night. Thank you so much for asking us," or, "It has been so enjoyable. So kind of you to think of us." And the hostess replies, "So glad you could come," or, "It has been a pleasure to have you with us."

When the guests are ready the butler speaks to the chauffeur, and on his answering "Here," the butler announces "Mr. ——'s car is at the door."

The ladies wear their handsomest gowns and jewels, and do not remove their gloves until seated, when they place them in their laps beneath their napkins. The gentlemen wear full evening dress and also remove their gloves at the table.

Menus and the detailed service of the formal

dinner are given in the chapters on Table Service and Menus.

THE INFORMAL DINNER

The informal dinner is much the same but without the formality of announcing the guests; there are place cards if a number of guests and not the envelope with the lady's name. There is more introducing and the host may tell the gentlemen whom they are to take out, or all may stroll out together when dinner is announced. There may be the same detailed service or it may be much simplified by using the "mixed" form of service, which is described in the chapter on Table Service.

The small dinner at home with only a few guests is a most charming occasion, and can be easily served by a well-trained maid or even by the experienced hostess if she plans carefully, selecting a menu which requires little service with deliciously prepared food and lovely snowy linen and glistening and gleaming table appointments.

The guests should arrive as punctually as at a large affair, the ladies wearing pretty semi-toilettes and the men sack suits or the tuxedo.

CHAPTER XI

EVENING AFFAIRS

RECEPTIONS

ASIDE from the afternoon affairs following a wedding and the affairs on New Year's Day, whose open house for all friends is now being gradually revived, the reception is an evening affair and answers the same purpose as the formal afternoon at home; to entertain all one's visiting list and to pay off social indebtedness. All invitations are thus wiped off the social slate if one desires to give only one large affair each year.

The host's name appears on the invitations and he receives with his wife the early part of the evening, both standing just inside the entrance to the drawing room. If it is given in honor of any guests whose names appear on the invitation, they also receive and the guests are introduced after greeting their hosts.

If guests are announced by a manservant, as no maidservant ever fills this office, the correct manner of doing so will be found in the chapter on Dinners.

Engraved cards with the names of the distinguished guests are used or the general card of invitation filled in and the guest's name written at the top. If dancing is planned, the words are written below at the left. If the affair is given to introduce a *débutante* daughter, her name may

be engraved below that of her parents, but only in the case where the dancing is part of the affair. Otherwise it is a dance and the engraved invitations are issued on the folded sheet of note paper. It is not quite correct to have the daughter's name appear below her parents when "At Home" is used, although it is sometimes done. For the evening affair the word "At" commences with a capital.

*Mr. and Mrs. James Horton Greene
request the pleasure of your company
on Thursday evening, February the sixteenth,
at nine o'clock
to meet*

Mr. and Mrs. James Horton Greene, Jr.

An answer is required as for other formal invitations. Invitations to such an affair are not sent out on visiting cards.

The refreshments are served buffet fashion and follows in every thing the lines of the formal afternoon affair, only if anything more elaborate, and the hostess wears either a very handsome dinner or restaurant frock or a décolleté evening gown. Much depends on her age and whether she is presenting a débutante daughter. The host and gentlemen wear full evening dress.

MUSICALES

The same form of invitations are used as for a reception with music engraved or written in the

left-hand corner, and of course require an answer. As a rule, not all one's friends are invited to this unless a noted professional is to appear but only those who enjoy music.

The entertainment may be entirely amateur or professional or a mingling of both, with the most important person at the last. Sometimes the program is divided by an intermission of ten minutes, but it is far wiser to have a shorter one.

In the desire to give much pleasure the hostess should not be tempted to select a long program, for the shorter one will be more enjoyed and, since quietness is essential, too prolonged a one may become torture. Two or three selections by the eminent singer or player of violin or piano, with one or two encores preceded by a half dozen songs or instrumental music, will be amply sufficient.

The host and hostess receive at the entrance to the room where the music is to be, or if at the end of a series of rooms, then they receive at the entrance to the drawing room and the guests stroll on to where the seats are arranged. They remain near the entrance of the music room, after it has commenced, to assist in seating any belated guest.

The guests should arrive punctually and sit quietly through the performance, waiting until the last note has died away before applauding, and should be careful not to overdo it when any of their friends are playing, especially if a professional is to follow. All criticism should be avoided, and afterwards they should express their praise

to the amateurs, and if presented to the professional may also express some of the intense pleasure enjoyed in listening to the velvety tones, or the wonderful touch, or the charming interpretation. Those who are not musical will do well to keep to only glittering generalities in praise.

The host, of course, pays the professional unless a friend, when a handsome present should be given. It is also a charming courtesy for the host to have a bouquet of flowers presented to the professional on her arrival or after the first song.

The professional should be treated with the greatest courtesy, a motor or some conveyance sent to meet the train and a simple repast prepared and served in a quiet room if desired. If a friend, a dinner may be given in honor, but permission should be asked before planning any entertainment.

A conveyance should also be provided to take them again to the station or to the hotel unless they are to stay overnight in the home. The room at the hotel should be arranged and paid for by the host unless it has been included in the expenses of the performance. If the professional is a man, conveniences for smoking should be provided and a manservant placed at his disposal, and, lacking that, a son of the house may see that he has everything necessary for his comfort.

The hosts should express their thanks and appreciation for the pleasure given and the expenses, if to be paid to the professional directly, placed in an envelope which is given immediately after

the performance or as soon as conveniently possible.

While it is always an honor to be asked to take part, the hostess often gives a charming present to the amateurs who help to make it a success. The amateur should be well prepared to render any selection sympathetically, but should be disinclined to respond to an encore unless it is most evident that it is desired, especially so when a professional artist is to follow. The hosts also express hearty appreciation to the amateurs for assisting to make the affair most successful.

THEATER PARTIES

While an invitation to the theater or opera does not carry the formality of a formal luncheon or dinner, one should be most punctilious in replying as early as possible and in showing the hostess and her guests the courtesy of promptness. If after accepting one finds it impossible to attend, the hostess is notified at once by messenger who bears in the note an excellent excuse.

Unless a formal affair the invitation may be telephoned, with the advantage of knowing if the guest can accept or not, so that others may be immediately invited. Invitations for a theater party will be found in the chapter on Bachelor Hospitality unless preceded by a dinner, when they will be under the chapter on Dinners.

When planning a party for the theater or opera, tickets should be secured in advance, and it saves

much planning and telephoning if the invitations are given two weeks before in the height of a busy season.

The motor bus may call for the guests or several motors call for the ladies, the gentlemen meeting them in the foyer, or all the guests may meet their hosts at that place. The host is responsible for the safe arrival at home of all the ladies after the theater or the supper following.

To those accepting, the tickets are enclosed with the hour and place of meeting or the hostess may meet her guests in the lobby. As they arrive she gives them envelopes marked with their name containing the ticket, as she has usually planned in advance the seating arrangement. When any two arrive she sends them in. Should the guests prefer to change the order of sitting the hostess wisely ignores it. When all the ladies have arrived, either the host or one of the men in the party remains for a tardy guest. If the guest is very late, the ticket may be left at the box office with name on it and also *Mrs. Snowden's Party*, so that the belated guest on arrival goes at once to the box office to inquire.

At the opera the guests have usually dined together, otherwise an entrance card is sent them. If they are not to be in a box but in seats, the ticket is sent instead.

All wraps are left in the box, but a gentleman wears his hat when calling at other boxes or talking to friends who have aisle seats or are walking

in the foyer. If another man calls at the box, the gentleman nearest the door relinquishes his seat, and may stand or stroll about. A gentleman assists the ladies with their wraps and keeps the curtains of the box closely drawn, that rays of light may not annoy others on the opposite side of the house. He never leaves the ladies of his party sitting alone, but when he sees the last gentleman leaving them, makes his farewells and goes directly to them.

The hostess always sits in the front seat farthest from the stage, with the guest of honor on the other side. If there is a third lady she advances to the front after the other two are seated, and one of the gentlemen places a chair for her. No gentleman ever sits in the front of a box when alone.

The hostess sees that all the ladies reach home safely, if necessary taking them in her motor, but married couples and young men she is not concerned about. One of the gentlemen should see her into the motor and she may offer him "a lift." This means that she will take him on his way without going directly to the door of his home.

Other details about correct manners in the theater and opera will be found under the chapter on Amid the Throng.

Dear Ned,

Sunday night will you come in for a cheery nibble with us at seven o'clock? Informally is

the watchword for you and our friends, the Green-Smiths and Miss Jackson. Tom has also asked his business partner, Samuel Tuttle, so we ought to have a flow of wit salted with a little common sense.

*Cordially yours,
Gloriana Earle*

Dear Gloriana,

So sorry but am already promised for an evening of music on Sunday, and therefore cannot enjoy one of your jolly Sunday night suppers. Past memories make my regrets all the more vivid and I shall take a peep at you astrally if not present visibly.

*Yours most sincerely,
Edward Grace*

Dear Ethel,

Do tear yourself away from your throng of friends and give us a few moments of your charming self at supper on Sunday. We have asked Mr. Tuttle, the Green-Smiths and Mr. Gordon. Do write me that you are coming.

*Affectionately yours,
Gloriana*

Glory dear,

The supper hour is already promised, but may I come in later and bring Captain Conover, a most charming man, whom I am sure you would enjoy knowing.

*Yours lovingly,
Ethel*

Dear Mr. Tuttle,

We are planning a merry little supper on Sunday evening and would enjoy so much adding you to our circle of friends. Will you come in very informally at seven o'clock and bide a wee with us?

*Very sincerely yours,
Gloriana Earle*

Dear Mrs. Earle,

You know all good things arrive at once, so that I have already promised to dine with friends on Sunday evening. I regret very much not to be present and hope that you will think of me another time.

Yours sincerely,

After the theater the supper at home offers more freedom and enjoyment than one at a restaurant and the same simple menu is sufficient. Everything may be prepared before leaving, and on returning the guests may don big aprons and help bring in the things while the hostess puts them together.

SUPPERS

The little intimate Sunday night supper has magic in it for creating friendships and is the most delightful of informal affairs as well as often the most amusing.

The maids are away and the chafing dish and

electrical appliances supply all the simple needs. The maids usually prepare everything before leaving, all the materials for the salad in the refrigerator ready to be assembled, the cold dessert beside them and the hot dish sufficiently cooked so that it only needs finishing in the chafing dish.

One hot dish such as creamed oysters, chicken à la king, or lobster Newburg, with a crisp, spicy salad and delicious coffee, are sufficient. French pastry or a dainty cake and a simple dessert may be added, or toasted crackers done at the table and various kinds of cheese or cream cheese with *bar-le-duc*, end a perfect feast. Relishes of all kinds, celery, olives, salted nuts and bonbons, add their particular flavors.

Plenty of excellent smoking materials and good cheer with the quiet, leisurely ways of Sunday night will make this form of hospitality much sought after, and is a clever way for the new hostess to entertain friends of her husband who do not care for other social gatherings.

As in all small affairs, the congenial guests should be chosen from the circle, some because they are good listeners while others have a flow of language and a quick and searching fancy.

The telephone or the informal note may bid one's friends at a moment's notice to this most hospitable evening. The hour may be as early as five or as late as seven.

CHAPTER XII

DANCES AND BALLS

"ON with the dance! Let joy be unconfined," is the order of the day, but a graceful poise and some measure of restraint show natural refinement and training in manners as in dancing.

The simple steps of the modern dances can be learned by anyone with a sense of rhythm in music, which is now so strongly accented, but to dance gracefully requires instructions and bodily poise.

An unsuccessful dancer no longer decorates the wall since chivalry has gone out of fashion, but finds something else in which she may achieve success. This she cultivates to the utmost, since society demands the same efficiency that business requires. If she plays cards cleverly she attends the dances, since there are always card tables prepared; but if her success is in sports, she follows the outdoor life.

As she is so often at private houses with only her maid in attendance in the dressing room, she cannot be taken back to her chaperon, but at the end of a dance, if unclaimed by another partner, is taken to a group of young women or to her friends. She also can escape to the dressing room on the pretext of some damage to her gown rather than linger with an unwilling partner.

The young people dance so much with their

friends, little circles within the large one, that many mothers of débutante daughters give dinners before a dance, writing on the lower left-hand corner of the invitation *To go afterwards to Mrs. Snowden's dance*, that the young men accepting will not make other engagements for the evening. If he has already accepted for another dance, he goes with the dinner guests to Mrs. Snowden's and remains until after supper that he may take out one of the dinner guests. Then he may go on to the other affair, but should explain to his hostess of the dinner that he had already accepted for the other dance.

One may ask permission to bring a guest to a dance, especially if he is a dancing man; but one is somewhat slower in adding another charming girl to the already large number unless her fiancé is to be present, when it is understood that he will take care of her. Out-of-town visitors may be asked through a friend, the hostess sending them an invitation without her visiting card enclosed. The friend explains to the visitors that she has asked for the invitation and makes a point of thanking her hostess for the kindly courtesy and the visitors leave cards on the hostess a few days later. This, of course, does not refer to house guests but to strangers who are staying at a hotel.

The hostess may take any of her dinner guests to the dance without asking permission if she finds that one has not been invited and presents a gentleman to her hostess on entering, saying, "I am

sure you would not object to another dancing man." The hostess smiles and bows, saying, "No, indeed," or, "So glad you did."

Dear Mrs. Carey,

If the invitation list for your dance on Friday, August the ninth, is not quite filled may I ask for a card for a charming guest of mine, Christina Hall from Cleveland, who is staying with me?

She would enjoy the affair so much that I could not resist making the request, but I hope you will not hesitate to refuse should you have your list quite filled.

Most sincerely yours,

Alice Douglass

If the invitation had been asked for friends not house guests the prefix should have been added that the hostess might know how to address them.

Dear Miss Douglass,

It will be an added pleasure to have you bring your guest on Friday evening. A card will be sent to her to-morrow and we shall look for you both on Friday.

Cordially yours,

Beulah Carey

An invitation to a house guest is not necessary but it is an added courtesy.

A gentleman may introduce another at a dance

whom he does not know very well, but when asking permission should explain that he only knows him slightly. When making the introduction he says, "Miss French, may I present Mr. Talbott to you?" She smiles and nods and does not offer to shake hands unless she is the daughter of the house.

When a gentleman asks a lady to dance he says, "May I have this dance?" but does not ask if she is engaged for the dance. She may not refuse and then dance with another man who asks her. She may sit out the dance or stroll around with another but it is the height of rudeness after refusing to accept another invitation. It is the lady's privilege to suggest that they stop dancing, and unless she does the man continues until the music stops.

"Cutting in" is the custom at all dances except where the dance card is filled in, as at "College Proms," and the lady must dance with the one who cut in, however much she may regret the change. Sometimes if she sees a very good friend approaching she may shake her head slightly, but should not do it more than once to the same man in the evening or she may hurt a friend.

When couples are sitting on the stairs or in other rooms away from the dancers, "cutting in" is not correct but if sitting in a group a man may ask one of them to dance. She may smile and decline with the usual excuse of being "a little tired" or "resting for a few moments" or she may ask

him to join them, but he does not remain with them unless invited.

When dancing a lady should be as careful not to drag on her partner's arm as he is careful to avoid stepping on her feet. If they jostle another couple, the man says "So sorry" and goes on dancing, unless a really serious mishap has occurred and then the couple stop to assist the others and express regrets.

For supper a gentleman asks, "May I take you to supper?" but never inquires if she has a partner, as it is embarrassing to admit that one has not been asked. Only an elderly woman may ask a man to take her out to supper, but a younger one may greet a lonely looking man with "Won't you sit at our table?" and although he joins the group, it does not mean that he will sit beside her.

The host always takes out the guest of honor, and the most distinguished man the hostess, if there is a stated hour for the "sit down" supper. If the hostess or an elderly woman stops to speak to a group of young people seated at a table or elsewhere, they all arise; but if a younger woman stops, only the gentlemen arise.

Public affairs and any very large affairs to which all ages are invited are spoken of as balls, but other affairs are dances, and usually the guests are more nearly of the same age.

Referring to them as "small" dances has the advantage of concealing the fact that anyone was overlooked or intentionally omitted. Should there

also be many regrets, it is carried off with a shrug and "But it was only a small dance." For a metropolitan dance often a thousand invitations are ordered but only about six hundred sent out. As the regrets come in invitations are sent to other guests on the second list.

The mother of a *débutante* daughter for whom the dance is given often borrows the visiting lists of her relatives and friends, that all the young people of the circle may be invited, and the engraved invitations are sent out many weeks before the date in a very full season.

FORMAL INVITATIONS

*Mr. and Mrs. Gilbert Holden
Miss Rosamund Holden
request the pleasure of
Mr. and Mrs. Armstrong's
company at a small dance
on Friday, January the fifteenth,
at ten o'clock.*

*Mr. and Mrs. Armstrong
accept with pleasure
Mr. and Mrs. Gilbert Holden's
and Miss Rosamund Holden's
kind invitation to a small dance
on Friday, January the fifteenth
at ten o'clock.*

This brief form of acceptance has proved very popular this past season and the name of the

daughter is often omitted, as it is understood that the invitation comes from the parents who are presenting the daughter.

*Miss Grace
accepts with pleasure
Mr. and Mrs. Gilbert Holden's
very kind invitation to
a small dance on Friday
January the fifteenth.*

The other form of replying to the invitation is shown in the regret.

*Mr. John Bookman
regrets that he will be
unable to accept
the kind invitation of
Mr. and Mrs. Gilbert Holden
and Miss Rosamund Holden
for the evening of
Friday, January the fifteenth*

No reason is necessary in writing regrets, but it shows more appreciation of the invitation when one is given. However, one may regret "very much" or "exceedingly," but not "sorrowfully" as one dear college boy wrote, to the sympathetic amusement of those who received his note.

In the summer or for an informal dance suddenly arranged, the visiting card is used with

Dancing at ten o'clock and the date in the lower left-hand corner. When only a few are invited and the telephone cannot reach all the guests, informal notes are written. These require acceptance or regrets.

INFORMAL INVITATIONS

Dear Gertrude,

We are planning a jolly little dance on Wednesday, July the tenth, and want you to add to the gayety, so do be here at ten o'clock.

With love from

Yours affectionately,

July the third

Polly

The Dove-Cote

Dear Polly,

What a delightful idea of a dance on the tenth. Will be ready to whirl all evening.

Yours lovingly,

Gertrude

- In the large cities a young woman of the social world never goes to a dance with a gentleman, but is chaperoned by a member of her family or attended by her maid, and goes in the family motor. However, in other places a young man may ask a lady to go to a dance, especially to a dance at a club of which he is a member and to which her family do not belong. If he knows that she always has a chaperon he will ask her mother or a friend to accompany them.

Dear Miss Grafton,

There is to be a jolly dance at the Country Club on Saturday the tenth and it would give me great pleasure if you and your mother would be present. May I call for you at ten o'clock on Saturday evening?

Very sincerely yours,

Kenneth Gray

If he knows that a chaperon is not required he omits the name of the mother or whoever the young lady lives with. It would, however, be very discourteous if the young lady is visiting friends not to invite her host and hostess.

Dear Mr. Gray,

It will be very delightful to have you escort me to the Country Club Dance on Saturday evening, July the eighteenth.

Father always prefers to have me use our car, as he is a bit nervous about these winding country roads after dark, so if you will be here at ten o'clock as you suggest, we can look forward to a delightful evening.

Very sincerely yours,

Rosemary Rue

This is, of course, for the girl who is fortunate enough to have the use of a car. She may also suggest that the car call for her escort and bring him to her home and from there they will go to the dance.

If the mother is unable or does not desire to

chaperon her daughter, a friend may be asked to go who will also enjoy the evening.

Dear Mrs. Page,

There is to be a delightful subscription dance at the Country Club on Saturday, July the sixth, which Mr. Gray has asked me to attend with him, and mother wishes me to ask you if you would graciously take her place and be my charming chaperon for the evening.

If you will be so kind to me the car will call for you at half after nine and bring you here where Mr. Gray and I will be waiting for you and we will arrive at the dance a little after ten o'clock.

Very cordially yours,

Rosemary Rue

Dear Rosemary,

It will be a delightful pleasure to chaperon you on Friday the sixth, and I am honored that your dear mother trusts you to my care.

Please give my kindest regards to her. I will be ready when your car calls for me.

Very cordially yours,

Lucy Page

Dear Rosemary,

It was very charming of you and your mother to think of me for the evening of July sixth, but unfortunately I have planned to be

away at that date so cannot have the pleasure of being with you.

Most cordially yours,

Lucy Page

Dances are the most joyous and informal of the large evening affairs, and require music of the most inspiring type. At balls there are often two orchestras so that when one stops the other commences. It is not good form for guests to applaud at a private affair for an encore. There are beautiful flowers everywhere and an ideal floor and a delicious supper served at small tables at a stated hour or continuously for two or three. Supper is served buffet only for dances, never for formal balls. A bowl of fruit punch or lemonade is near the dancing and should be constantly replenished.

There is a manservant in attendance in the dressing room for the gentlemen, and a lady's maid with little toilette necessities and articles for repairing damaged frocks in the room provided for the ladies.

If stormy, an awning will be required, which can be obtained from the caterer, and there should be someone in attendance to open the doors and assist the ladies.

The hostess receives near the entrance to the ballroom until supper or until nearly all the guests arrive and takes her place at the hour mentioned in the invitation. If the affair is given for a *débutante*, she receives with her mother until the

greater part of the guests arrive. The host receives with his wife for some time and then proceeds to make the affair a success by introducing when necessary, talking to elderly guests and shy young persons, taking out the guest of honor and other elderly ladies to supper. The sons of the house and other relatives do the same. The hostess may ask several young men to act as "ushers" and do the same for her as sons of the house.

Subscription dances add much to the joy of any season and are formed by mothers of débutantes and their older sisters or by those who have daughters who are not yet out. The members share expenses and responsibilities and are entitled to a certain number of invitations for each dance.

Each member sends in a list to the committee on invitations, and if there is any duplication of names, the member may submit a second choice or give the use of that number of invitations to a friend who may need them or may turn them in for the committee to use. As a rule, many more gentlemen are invited than ladies.

Four of the members are selected to act as patronesses at each dance and receive the guests as they enter, who bow in turn to them.

Very often a number of young bachelors give a subscription dance when they wish to return the hospitality shown them many times and are not able to return it individually. They ask some of their friends who are prominent socially to act as

patronesses and receive for them, but the ladies have no other responsibilities.

These invitations require an answer as early as possible that if unable to be present others may have that pleasure. If cards to a public affair, such as a Charity Ball, are sent by a friend, they should be promptly returned with an expression of regret that they can not be used.

Balls require full evening dress for the men with white gloves, and the most beautiful and décolleté gowns with handsome jewels for the women. At an informal dance the gowns are less elaborate and gloves not always worn, while if very informal the men wear the tuxedo coat or even the sack suit, and in warm weather white flannel or canvas trousers with the black or dark-blue serge coat.

CHAPTER XIII

THE LADIES

"Gentleness, courtesy and kindness ennoble the most simple actions of women."—HOSEA BALLOU.

IF the ladies would only realize that they are the torch-bearers of civilization, which, as the great philosopher Confucius has said, is the art of being civil, the world would be a more pleasant place to live in.

Too often they exchange their birthright of the refinements of life for a mess of pottage, which only vanishes away, leaving behind distaste. The men look to them to set the standard, and their ideals and aspirations can lift the world from the slough of low desires.

THE DÉBUTANTE

As she makes her first step into social life, it seems as if all the world were made for her alone, and the importance of the event is really far-reaching for her. This is the moment when all the training, love and tender care of her young existence is brought to the focus of many kindly eyes, and the first impression will make or mar her future social progress.

The charming young girl, well poised and unaffected, is sure to please, and if she carries kind-

ness and consideration in her heart she achieves a successful beginning.

She is introduced by an informal tea, an "at Home," a dinner or series of dinners, a luncheon, reception or a dance, or her mother leaves her visiting card with the daughter's name below hers on all the calling list.

Receiving with her mother, she owes to each guest a cordial greeting with utmost courtesy. When her mother says, "Alicia, this is Mrs. Blank," or "Mrs. Blank, I want to present Alicia to you," she extends her hand with a charming smile, regardless of the approach of her dearest friends. If a large affair, she remains beside her mother until the greater part of the guests have arrived, and then goes to her young friends.

Her brother, sisters and young girls asked to assist do not receive with her but endeavor to make the affair a success, and in the evening her father receives for a short time with her mother, but soon leaves to add his efforts for successful entertaining. Occasionally a young cousin making her *début* or a friend from out of town receives with her.

She wears her prettiest frock of youthful charm in some delicate tint and carries a bouquet sent by her father or brother. Sometimes she carries one sent by a young man, which is a compliment; but the wise *débutante* is friendly to everyone and reserves any display of particular interest until she has seen a little more of the world. The

flowers received are banked behind her or placed in various vases about the room.

Notes of thanks must be sent for the lovely flowers even if expressed verbally at the affair except for those sent by family and intimate friends.

Her mother wears a handsome gown such as is used for receptions and dinners, and her sisters and assisting friends wear attractive semi-toilettes, but only décolleté gowns are worn in the evening. In the daytime the father and sons wear frock coats or cutaways unless a very small affair, when the sack suit may be worn. In the evening full dress is correct.

When the *débutante* is launched there are a few things she positively must remember. First the greatest consideration and courtesy for older persons. They are charmed by a little attention and can greatly add to her success. Frequently an older woman, who entertains very little, is an intimate friend of those who do and a word of praise from her will be most effectual.

She must be punctual at all appointments, keep her engagements, and not change after accepting when something more delightful appears, answer invitations promptly, express appreciation for any kindness, look her prettiest and be always amiable and most charming even if her gown is spoiled and she has enjoyed only a few hours of sleep.

Then she needs to realize the advantages of a chaperon, as she has more liberty without the danger of ill-natured criticism. A young girl makes

a mistake not to consider the conventions which rule her environment. In a circle where young girls do not lunch, dine, go to dances or the theater without a chaperon, she should not do so.

She makes a grave mistake to go to places not favorably known, as certain cabarets, or stop at road houses even with a chaperon. The new age has appeared when the girl of refinement is appreciated but she owes very much to the flapper period the freedom she now enjoys.

She may take a man out in her motor, walk, play sports and go swimming without a chaperon—but she does not plan a long jaunt in her car or go sailing lest mishaps offer an opportunity to malicious tongues. A jolly crowd of boys and girls is her best environment, and the popular girl of to-day can be equally happy with girls as when with young men.

The débutantes must dance or play cards extremely well to be a success in the evening, as they no longer languish as wall flowers or bore a good dancer but seeks other things which are enjoyable and therefore well done.

Many a girl has attained popularity through her sporting attitude and jollity in the outdoor world, returning as a reigning favorite when her début seemed dull and uninteresting.

She asks guests in the name of her mother or her chaperon and says, "Mother would like to have you dine with us on Tuesday." She introduces anyone she wishes to call to her mother, who

will ask the young man to come to see them. She may mention that "We are home on Saturday afternoon; won't you come in then?" or merely ask him to call.

The wise débutante does not write letters to young men unless occasion demands it and then is charming but brief. It may seem very drastic to say that a young girl should never write anything that a third person should not see, but many tears and sadness would be saved if foolish letters were destroyed on reading them before sending.

It is to be hoped that petting parties have gone out with the flapper, for no girl of refinement wants to feel "shopworn" like goods on a counter which have been handled too much. It is difficult to see some gay damsel swoop down like a bird of prey and through her persistency carry off the prize of the season; but the affair rarely lasts, and they are soon in the divorce courts and newspapers.

A last word about her attitude. She sits quietly, poised, with her feet on the floor, one slightly in front of the other, or may cross her ankles. She does not lounge or continually pat her hair or touch up her lips or powder her nose in public. Never goes into paroxysms of laughter or makes witty but unkind comments on others. The keener the shaft the quicker it is sped home by others.

She wears clothes that are charmingly youthful in cut, color and material, and does not vie with the sophisticated woman of the world or the bril-

liant actress, but uses all the charms of her age, which only comes once.

THE CHAPERON

There are chaperons and chaperons, but to-day a young girl requires one who is older and dignified but not necessarily a married one. A girl out in the social world some years has more freedom and her chaperon may be as young as herself if married and accompanied by her husband.

No young girl lives alone, and if her father is a widower, a chaperon should live in the house with her. When the mother is an invalid the chaperon may come in daily, remaining until the débutante is safely tucked away in slumber. No young girl should have the use of a latch key. She is a safeguard against criticism, assuming full responsibility and not allowing herself to be persuaded by the charming young person in her care. She uses much discretion and tact, not allowing her to frequent places where she might be criticized and accompanies her to the dentist, doctor, modiste and to any studio.

She receives with her in her mother's absence and, although she may not be always present at a young dinner party, she is ever near. She issues invitations in her name and asks young men to call, seeing that they do not remain too late.

She permits all the liberty possible, but expects to know all the plans for each day and prevents her from accepting invitations which are not de-

sirable or doing anything which could cause unpleasant comment.

Through tenderness and love she seeks to guide her and prevents any unpleasant attentions from any man, directly but tactfully making clear that his attentions are distasteful. She is a watch-dog, but a loving one who helps and guides.

Sometimes a charming woman without responsibilities of her own assumes the rôle of chaperon, companion to the mother and takes charge of the household but is not occupying the position of a housekeeper.

THE SINGLE WOMAN

This includes girls who do not have chaperons, those who live alone, widows and divorcées, all those without family surroundings who may have more freedom but must live with great circumspection if they desire to remain within a social circle.

She may feel independent of social restrictions, but no intelligent woman flaunts conventions, wisely keeping within the general rules, since one at any time may desire to return to the social fold.

No woman of social standing goes to a bachelor's studio or poses for an artist without a chaperon or maid in a near-by room. She may lunch and dine occasionally with a gentleman, but wisely does not go to questionable places except with a party and a chaperon, and then very rarely, and prefers quiet hotels and restaurants to the gay

cabaret. She carries herself with dignity and does not accept attentions from married men.

If she gives a jolly affair in her apartment, it is not allowed to become boisterous, nor is the dancing and music prolonged after midnight. No caller is allowed to remain very late and she may explain that she has an early engagement to keep in the morning or frankly say that living alone she makes the rule not to have friends remain after a certain hour. If living at home and the caller does not leave, she may explain that her parents object to very late calls. One who has not sufficient discretion to leave should be told in a most tactful manner as a kindness. She does not ask any young man who has brought her back from any entertainment to come in unless it is as early as nine o'clock. It may be difficult to say good-by after a delightful evening, but a little less of one's society is likely to produce a desire for more of it.

Two women living together have more freedom, especially if one is older, and while it is difficult to live with others it is an excellent preparation for matrimony. One learns to give way and to consider the other's comfort and happiness.

She never takes a man to task about anything, but shows quietly by her manner of reserve if anything is displeasing; refrains from all pursuit, as that is the man's part and he appreciates what he has to seek, but is always most charming when he appears. She does not telephone him, especially to his office, unless vitally necessary, and

never writes except to express appreciation for flowers or gifts.

The attractive young widow is the cynosure for all eyes, and lives quietly while in deep mourning. Nothing is really more shocking to the finer sensibilities than deep mourning at a giddy cabaret. If she has no children or a companion, she will find life less difficult if she lives with another woman, even if only meeting at the end of the day.

She retains her husband's name on her cards, lessening the border and her mourning as mentioned in the chapter on The House of Mourning. If she remarries, her parents issue the invitation, using her first name and husband's surname without the prefix *Mrs.*, or she announces the marriage as shown in the chapter on Weddings. She removes her wedding ring for the new one and either lays aside her engagement ring or has it made into some other form of ornament.

All that has been said about the single woman or widow applies tenfold to the divorcée, who wisely, if possible, leaves the scene of her troubles and sadness for six months or a year. The change will benefit her physically as well as mentally.

She wisely never confides her troubles to anyone except an intimate, discreet friend. If she cannot avoid the direct questions of ill-advised friends, answers softly, "It is unfortunate that we were not suited to each other," and changes very definitely the subject to other things. Her

friends do not mention the subject to her, but are more loving and tender in every way.

She uses her first name, family name and the surname of her former husband with the prefix *Mrs.* on her visiting cards. In the case of an annulment she drops his surname, using the initials of her first names with her family name. She sometimes takes the prefix of *Miss* again, since it saves explanations about a husband; but if she has children, she retains the *Mrs.* If she marries again she follows the procedure given for the widow.

CHAPTER XIV

THE ENGAGEMENT

THE first days of courtship, usually so delightful, are sometimes marred by the little demon of jealousy, which insists that the loved one is "Mine and mine alone!"

The attractive girl finds it most difficult to give up all congenial men friends, refusing invitations when her fiancé cannot accompany her, and he finds it equally so to relinquish men and women friends, who after years of friendship perhaps understand him better than the new fiancé. This occurs more often before the engagement is announced, as after that fewer difficult situations arise.

One advantage of a long engagement is better knowledge of each other, if love has come after only a short acquaintance, and an announcement may clear the atmosphere of delicate problems. It often throws the two together entirely too much without the understanding of married life, so it is a point to be settled individually.

Some freedom with sympathetic understanding on both sides will take them safely through the happy days, and while marriage does not mean the increase of freedom it formerly meant to a woman in the restriction of the past, it still means a curtailment of liberty to a man.

The young man has naturally told his family of

his intentions and discussed his financial arrangements with his father and as soon as accepted goes immediately to her father to ask permission to marry his daughter. He explains his financial affairs and is frank about matters which may concern and affect the happiness of both. If her father refuses his consent, there is only the long secret engagement or an elopement, which are not desirable. Far too many parents wish their daughters to start at the position they have achieved after many struggles, forgetting the happy hours together which made success possible.

When the engagement is known to both families, his mother and sisters call at once on the fiancée and her family to welcome her cordially, as by marriage she becomes a member of their family. Within a few days she with her family returns the call in the same cordial manner.

These first meetings are most important since they affect all the future relationships of the families and the young couple. Even if the choice is not desired by either family, they should extend a cordial welcome to the loved one selected by their child.

If the families are not residents of the same town, his mother writes the cordial note of welcome or his father if a widower. The mother may ask her to make them a visit when writing the first note or wait until after a reply has been received.

My dear Rosalie,

My boy tells me that you have promised to make him the happiest of mankind, and I am delighted to have such a charming new daughter.

My husband and daughters send you love and many wishes for your future happiness, and we all welcome you most heartily into our family.

Will you come to us on Friday the fifth until Monday the eighth that we may have the pleasure of seeing you?

Our kindest regards to your parents and every good wish for yourself.

Most cordially yours,

Marion Enderby

My dear Mrs. Enderby,

Thank you so very much for your sweet note of welcome which has added to my happiness, already so wonderful and transcendent. Ralph is certainly my fairy prince of dreams come true and I shall strive always to be his fairy princess and true love.

It will be a most delightful pleasure to pass the week-end with you from Friday the fifth until Monday the eighth and meet Ralph's dear family.

With warmest regards from all the family to you and yours.

Affectionately yours,

Rosalie Maxwell

After the calls are exchanged, his family ask her family to dine or may ask the ladies to come in for afternoon tea or luncheon, and her family reciprocate with a similar invitation. These must be accepted, as only illness or absence from town may prevent and the reason explained in the regret.

My dear Mrs. Maxwell,

Will you and Mr. Maxwell and my charming future daughter give us the pleasure of your company at dinner on Thursday, May the sixth, at seven o'clock?

We are asking a few intimate friends and relatives for this auspicious occasion and hope that no earlier engagement will prevent our meeting. With kindest regards.

Very cordially yours,

Marion Enderby

My dear Mrs. Enderby,

Mr. Maxwell, Rosalie and I accept with much pleasure your very kind invitation for dinner on Thursday, May the sixth, at seven o'clock. It is a happy occasion to which we are all looking forward.

My husband joins me in sending our sincerest regards.

Yours most cordially,

Eleanor Maxwell

My dear Mrs. Enderby,

It is with much regret I find that a week-end has already been arranged for Washington where Mr. Maxwell has important affairs, so that we will be unable to accept your most kind invitation for Thursday, May the sixth.

Rosalie joins me in expressing regrets and we hope on our return that you and your family will give us the pleasure of your company some evening.

Very cordially yours,

Eleanor Maxwell

If possible it would be better in the letter just given to mention a definite day for the return invitation, but where business affairs are the principal regulator of the time it may be wiser to be indefinite rather than later postpone the date of the dinner.

Dear Mrs. Maxwell,

Will you and your family give us the pleasure of your company at dinner on Thursday, May the sixth, at seven o'clock, so that the two families so soon to be united through our dear children may have the happiness of meeting and planning for their future?

Most cordially yours,

Marion Enderby

In following the outline of the letter above a little discrimination should be used in regard to

the social standing and prominence of the two families. It is very charming if sent by one of equal standing or even greater prominence but hardly desirable if the hostess has not quite the social prestige of the one invited because of the phrase "uniting the two families."

Dear Mrs. Enderby,

For many years I have not been sufficiently strong to leave my home for any length of time, so that my husband and dear Rosalie will have to represent me at your dinner on Thursday, May the sixth, at seven o'clock.

Will you come for a quiet luncheon with me on Monday the tenth, at half after one o'clock, so that we may talk of the future of our dear children?

Can I say more than that we are happy to trust the happiness of our dearest child to your dear son who has so charmed us with his thoughtful, tender ways?

Yours most cordially,

Eleanor Maxwell

The families write to the nearest relatives, telling of the engagement, and the young couple also write to those dear to them as relatives and friends.

Dear Aunt Faith,

George and I wish you to be among the first to hear of our dear Rosalie's betrothal to

Ralph Enderby, the son of Mr. and Mrs. Roger Enderby of the Cross-Roads, Clifton, Ohio.

He is a very charming and estimable young man and we are very happy that he and Rosalie love each other. The marriage is to take place a little later and we are looking forward to seeing you then.

With fondest regards from us all.

Affectionately yours,

Eleanor Maxwell

Dear Eleanor,

It is very acceptable news that the dear child has found a young man who is pleasing to her parents and so must be to her relatives who love her devotedly.

He comes of a fine family and they have my every wish for a future of great happiness. Tell her if she makes as sweet a wife as her mother he will be a very happy husband.

With love to you and yours.

Affectionately yours,

Date

Faith Adams

Address

Dear Estelle,

You are one of the first to hear of my happiness! Can you guess what it is? I am engaged to Ralph Enderby and we are to be married in a few months, and are both so happy that we wish to make all the world gay and joyous.

He is so wonderfully true and tender and thoughtful for me, just my ideal.

Do come to see me very soon and hear more of this wonderful affair.

*Lovingly yours,
Rosalie*

Dear Rosalie,

Such thrilling news—and yet not entirely unexpected if I may confess. You both looked so radiantly happy the other evening that we all envied you and suspected that a little bird might tell us something.

You know you have my most affectionate and deepest wishes for your happiness together.

*Lovingly yours,
Estelle*

Dear Uncle Jonathan,

May I have your good wishes on my approaching marriage to Miss Rosalie Maxwell, daughter of Mr. and Mrs. George Maxwell of New York?

She is so sweet and lovely that I am sure you will welcome her as another dear niece. We hope to see you on our wedding day, which is to be soon, but the date is not decided.

With sincerest regards, dear Uncle.

*Faithfully your nephew,
Ralph Enderby*

My dear Nephew,

Your very good news arrived this morning and I hasten at once to tell you how agreeable it is and how glad your old uncle is that you have found a charming little girl for your future wife.

I shall surely be present for the occasion and tell her to save a kiss for the new uncle.

Affectionately yours,

Jonathan White

When an engagement is announced intimate friends often send flowers and articles for the tea table such as cups and saucers, a small vase or a tea caddy. In acknowledgment the fiancée sends brief notes of thanks.

Dear Estelle,

How sweet of you to send me that darling cup and saucer as a souvenir of my engagement.

Many loving thoughts of you will be sipped with the tea and serve to sweeten it.

Lovingly yours,

Rosalie

The engagement may be announced through the newspapers or an informal or formal affair given by the mother of the fiancée. A small tea or large "at Home," a luncheon, a reception or dance may be used to convey the news to the circle of friends. The announcement is always made by some mem-

ber of her family and never by herself. Invitations for a luncheon to announce an engagement will be found in the chapter on Breakfasts and Luncheons.

CUSTOMARY ANNOUNCEMENTS IN THE PRESS

Mr. and Mrs. John Stuart Maxwell of 22 East 72nd Street announce the engagement of their daughter Rosalie to Mr. Ralph Enderby, son of Mr. and Mrs. Rawson Enderby of 10 Washington Square.

Mr. and Mrs. Arthur Hays Graham of 5 Gramercy Park announce the engagement of Mrs. Graham's daughter, Miss Edith De Forrest, to Mr. Anson Flint, Jr., a son of Mr. and Mrs. Anson Strahten of Long Oaks, Rye, New York.

Announcements are not made until after the first period of mourning has passed in either family, although the marriage may take place very quietly during that time.

Beautiful stones are replacing the single diamond for the engagement ring, since they are so expensive and a tiny one hardly representative of a great love. The birthstone or the one most preferred is selected, and later when the "worldly goods" have increased the diamond ring may be worn on the right hand, as one would not wish to change the original emblem. She may accept

many and costly presents but nothing which may be considered wearing apparel, not even for her wedding costume, and if necessary everything should be most simple, but it should be paid for by her family. If the engagement is broken, the ring and presents must be returned. She rarely gives him a present, but if she wishes to, selects something simple and useful such as a cigarette case or cuff links.

Public demonstrations of affection are so belittling to beautiful and abounding love that refinement demands a certain reserve of manner. This is not coldness but a discrimination of time and place lest the rough and crude jest of a truly beautiful emotion.

To-day a promise to marry may be too lightly regarded by a few, but it is far better broken than to marry one who has grown distasteful or when one has at last met "the only one in all the world."

Sometimes the girl of to-day who has played around with other young girls and boys has not awakened to her potential feelings which develop in the ardor of an engagement, only to realize that there is greater happiness for her with an old friend or someone yet unknown. The limitations of engagement may open her eyes to the hidden value of some friend.

In either case of man or woman the kindest thing, however difficult, after thoughtful pondering, is to truthfully say that a mistake has been made in the depth of feeling and the other one

offers at once a release, regardless of intense love and suffering. The sense of freedom may be followed by loneliness and appreciation of the other, if there is true love, and the engagement be renewed with a greater understanding.

No slurring remarks are made about each other, but simply that they found that they were not suited and each speaks in highest terms of the other. To reveal anything learned through the intimacies of an engagement is beneath the honor of a gentleman and the ideals of a lady. Any so-called friends who seek to learn the details of the breaking should be relegated to the background as mere acquaintances. Often the tenderest sympathy is required by friends who, while abstaining from any reference, do many loving little things. Invitations to small affairs, to the theater, a week-end in the country and loving attention and appreciation will diminish that unhappy feeling of being discarded and not loved.

CHAPTER XV

BEFORE THE WEDDING

EMERSON has said that "A beautiful behavior gives a higher pleasure than statues and pictures," and careful attention to the details required by etiquette, which a wise woman described as the easiest way of doing things in the social world, enables the bride to present a serene presence in the midst of a beautiful picture.

There is more choice in selecting the day of the wedding since Saturday has been added, and any number of fashionable weddings take place on that afternoon. Friday is rarely selected, not because of any lingering fancy of bad luck, but for religious reasons.

The fashionable hour for a formal church wedding in the East is at twelve o'clock or at four, with the reception a half-hour later. The wedding breakfast is usually planned for one o'clock. These hours are not arbitrary but may be advanced or retarded according to the hour of the wedding journey. Morning weddings, except the most informal, rarely take place before noon and not later than five o'clock. A formal wedding in the evening is not usual, although in the West the most formal weddings are often at nine o'clock.

After the date of the wedding and the hour have

been decided and the traveling plans arranged, for these are apt to influence the hour of the ceremony, the form is next to be considered. Shall the marriage be in stately formality in church with a large bridal party, followed by a breakfast or reception, or shall the wedding be in the home with the bridal party and many guests or with only the family and intimate friends present for the ceremony, followed by a large reception immediately after? And lastly, shall the marriage be at the church or the house with only family and friends present and announcement cards sent out?

All formal wedding invitations must be engraved and, as at least ten days are required for the engraving, and they should be mailed three or four weeks before the affair, the order should be given as early as possible.

*Mr. and Mrs. John Stuart Maxwell
request the honor of your presence
at the marriage of their daughter*

Rosalie

to

*Ralph Rawson Enderby
on Wednesday, the third of May
at four o'clock
at St. Luke's Church
in the City of New York*

There is another form which seems a little more personal reading, *request the honor*, followed by

a space for the writing in of the guest's name in the possessive form, and continues, *presence at the marriage of their daughter*. The name of the city is often omitted, but when the groom is from a distant place it is very much better to have it added.

These invitations are sent without any inclosed cards to those invited to the church only. If in a large city where others may attend who are not invited, an admittance card is inclosed.

*Please present this card
at St. Luke's Church
on Wednesday, the third of May*

A card for the reception *requesting the pleasure* of is inclosed and also a pew card if a very large affair or the visiting card of the bride's mother with *Pew No. 3* written in the upper left-hand corner. This card admits families, relatives and intimate friends to the seats reserved for them by the white ribbons which slip easily over the ends of the pews and bar the aisle.

If the wedding is out of town a train card may be inclosed giving the most convenient trains before and after the affair. Conveyances are provided to and from the station for members of the bridal party, house guests, relatives and intimate friends, but not necessarily for others. However, local firms should be notified so that there will be sufficient conveyances awaiting the guests.

When only the family and dear friends are to be present at the church or home wedding followed by a breakfast or reception, the engraved invitations are sent out only for the affair following the ceremony and, as in all invitations to the house, the words used are *the pleasure of your company*, as *honor* is reserved for the church invitation.

When a daughter marries for the second time the only difference is in using with her first name the surname of her family and her late husband, so that at a second marriage the name would read *Rosalie Maxwell Enderby*.

An invitation to a house wedding is the same as to the church except the address is given instead of the name of the church and no other invitation is required as the guests naturally stay on after the ceremony.

The invitations are sent to the entire visiting list of both families and to the business associates and surely to the servants. It would be most unkind to forget them. Extra invitations should be ordered, since there is always the possibility of forgetting some dear friend at a distance who might not be on the list. Everyone is invited, however far distant, or if in mourning, since it is also a form of announcing the wedding.

Both families, as well as the young people, make a list of those they wish invited and these are carefully scanned for duplication and each name is marked for church only or for all the cards. If a very large wedding is planned, it is advisable to

have the addressing done by a professional secretary, but for a small one the bride and her friends can very easily manage it.

These formal invitations are issued in the names of the parents of the bride; of her father if a widower; of her sister or brother if she is an orphan; and if the brother or sister is married, in the name of husband and wife. Any relative may issue the wedding invitations when the parents are not living and the relationship is shown by the words *their sister*, *his niece*, *her granddaughter*. If the mother has married a second time they are issued in the name of her husband and herself with *their daughter*. Occasionally when there does not exist a cordial relationship between the daughter and the stepfather, it reads *her daughter*.

If the bridegroom has a rank below that of Captain he is referred to in the invitation as *Mr.* ——— and on the line beneath *Lieutenant in the United States Navy*.

No punctuation is used in engraved invitations except after *Mr. and Mrs.*, and the letters *R. S. V. P.*, which may also be correctly written *R. s. v. p.* *To* is used in the wedding invitation more than *and*, which appears in the announcements.

No response is expected to only the church invitation in the large cities, but in smaller ones cards should be left on the bride's mother within ten days and in some places calls are also required

and one conforms to the customs of the place in which one lives.

If an invitation is inclosed for a reception or breakfast, or both church and breakfast in one invitation, it requires a formal answer, which may mention both the wedding and the reception or breakfast, or which may accept alone for the house.

*Mr. and Mrs. Hamilton Audley
regret that they cannot accept
Mr. and Mrs. William Sloane's
kind invitation to be present
at the marriage of their daughter
Elizabeth Kay
and*

*Mr. George Henry Haworth
on Wednesday, April the ninth
and afterwards at the wedding breakfast*

To recall a formal invitation the same third person must be used and, as there is usually little time for engraving, the cards may be printed. In case of death in the immediate family the cards are sent without any mourning border.

The form following is correct when the wedding ceremony is postponed and the marriage is to take place on the same date with only the family present. The last two lines may be omitted and an announcement made later in the newspaper.

*Mr. and Mrs. James Martin Hoyt
regret that owing to illness in*

*the family they are obliged
to recall the invitations to
the marriage of their daughter*

Emily

and

Mr. Oswald Harriman

*The marriage will take place quietly
on February the fifteenth*

When the engagement is broken after the formal wedding invitations have been issued a similar card is sent out to the invited guests.

Mr. and Mrs. Elliot Hammond

announce

that the marriage of their daughter

Margaret Terry

and

Mr. Paul Rutherford

will not take place

The minister is asked to officiate, and usually by the groom, but if he is a friend of the family, her parents make the request. Arrangements should be made with the organist and sexton as soon as the date is decided, that some other wedding may not be scheduled for the same hour and place.

INFORMAL WEDDINGS

Informal invitations to a wedding are written in the first person and issued in the name of the mother of the bride, or whoever she lives with.

If the father is a widower the notes may be

written in his name by a elder sister. There are occasions when the bride may informally ask a few friends to be present when she is an orphan and has no near living relative but this is rarely done and in such cases announcement cards are usually sent.

The envelope is addressed to the wife, but the husband is included in the invitation. In writing to a widow the daughters may be included in the invitation. Where there are several daughters in a family, the informal invitation is addressed to the eldest, asking her to extend the invitation to her sisters. The bachelors of the family always receive separate invitations and should answer them personally. In all the other cases the one to whom the invitation is addressed may reply for those included.

Often the task of writing the invitations proves to be too much of a strain on the mother with all the other details to attend to, so someone whose handwriting resembles hers is asked to assist.

Dear Mrs. Caldwell,

It will give us much pleasure if you and Mr. Caldwell will be present at the marriage of our daughter Jessica to Mr. Charles Romaine on Thursday, the twenty-fourth of June, at four o'clock.

We are asking only a few friends and hope to see you among them.

Most sincerely yours,

Mary Fuller

Dear Mrs. Fuller,

We shall be most happy to be present at the marriage of your daughter Jessica to Mr. Charles Romaine on Thursday, the twenty-fourth of June.

Please give our sincerest wishes for great happiness to your charming daughter.

Most sincerely yours,

Cornelia Caldwell

Dear Margaret,

Jessica is to be married to Mr. Charles Romaine on Thursday, the twenty-fourth of June, at four o'clock, and it will give us much pleasure to have you with us.

Cordially yours,

Mary Fuller

Unless the list of friends and relatives is a small one and all are included in the informal invitations, announcement cards are mailed after the ceremony, but not an instant before. With these may be inclosed cards with the name of the newly wed couple and their new address, as they are already married when the announcements go forth.

On her return the bride may send out "Mr. and Mrs." cards with the new address if it were not known when the announcements were issued, or her card with the days at home, but these have always been preceded by wedding invitations or announcements.

When a quiet wedding is desirable her parents often give a large reception for her when she returns from her wedding journey and this card is inclosed with the announcement or issued later. His parents usually give a reception for them after their return if the bride is from another city.

Announcements which are engraved on the large sheet of paper similar to wedding invitations are used to announce a marriage when the bride has no family to make the announcement for her.

*Miss Margaret Goldsmith Green
and
Mr. John Tarkington Brown
have the honor to announce their marriage
on Saturday the seventh of May
at Baltimore
Maryland*

This form of announcement is used for a second marriage when the bride uses the prefix Mrs. with her Christian, family and husband's surname.

When the bride is young invitations are issued by the parents or more often the announcement made by them, the only difference being that instead of the single name appearing the full name is used.

ETIQUETTE

*Mr. and Mrs. John Stuart Maxwell
have the honor to announce
the marriage of their daughter
Rosalie Maxwell Enderby
to
Mr. Carter Talbott*

ENTERTAINMENTS BEFORE THE WEDDING

With the approaching marriage various entertainments arise which call for the informal note rather than the more formal type. When the date of the wedding and its form—a church or home affair—have been decided, the first letters are requests to friends to act as ushers, bridesmaids and maids of honor, although the telephone may be used for all those in town.

Dear Lucia,

As an additional happiness on my wedding day, Wednesday, April the seventh, will you act as my maid of honor and take loving care of me? Do come in as soon as possible that we may discuss all the details of the ceremony, and also decide on the colors, and styles of gowns and hats, for I want you and my pretty bridesmaids to have what is most becoming and charming.

Affectionately yours,

Rosalie

Dearest Girl,

It is such an honor and happiness to be your maid of honor that I accept the distinction

with delight and will come in at any hour you suggest for chat about the plans and frills.

You know that you have my most loving wishes for your great happiness and that I shall endeavor to have everything go as smoothly as possible.

*Lovingly yours,
Lucia*

Dearest Rosalie,

It is a very great disappointment that I must write you that I cannot have the happiness and distinction of being your maid of honor but Dr. — has ordered me out of town for weeks of absolute rest and I am desolated not even to be present when you are married.

You know that I shall think of you with loving thoughts on your wedding day which, I hope, leads to years of great happiness.

*Most lovingly yours,
Lucia*

A bridesmaid might also use this form of regret with some variation when she answers, the note following:

Dear Madeleine,

Will you, with some of the other dear girls, join in my happiness on my wedding day, Wednesday, April the seventh, and act as

bridesmaid for me? It will make me so happy to be surrounded by the smiling faces of my dear friends on that wonderful day.

Will you come to tea on the —— at —— o'clock and discuss details and frills?

Lovingly yours,

Rosalie

Rosalie Dear,

It will be a delightful pleasure to act as your bridesmaid, and I will come to tea on —— at —— o'clock as you suggest.

I am so eager to see you and wish you all kinds of happiness and good luck, and if I can assist you in any way with plans or details of shopping it will be a charming privilege.

Very affectionately yours,

Madeleine

The groom usually asks his best man to act for him or telephones him the good news of his engagement or that the date of the wedding has been decided. However, if he should live in the suburbs, be away on business or live far away, this note gives an idea of what he might write. The one after it is to a friend he wants to have act as usher.

Dear Ned,

Will you add to the joyous occasion of my marriage to sweet Rosalie on Wednesday, April the seventh, by acting as my best man,

your chief duty being to attend to my good behavior, which I am too happy to consider. Come in any night to dinner as soon as you come to town so we can discuss plans and details. Am depending on you to stand by me.

Yours ever,

Ralph

Dear old Ralph,

You can count on me to watch you with an eagle eye so that your behavior may be scrupulously correct and befitting the future husband of so charming a girl as sweet Rosalie. I will come in to dine to-morrow night at seven and arrange all the important details. You know your happiness is mine.

Faithfully yours,

Ned

Dear Kenneth,

Will you add to the happiest day of my life by acting as usher at my marriage to Miss Rosalie Maxwell on Wednesdays, April the seventh, and take care of all the lovely ladies so that each one has the best possible view of the charming bride?

Telephone to Ned Demming, who is to act as best man, and who will arrange a time when we can meet to plan the final arrangements.

Sincerely yours,

Ralph Enderby

The next personal notes are the invitations to a luncheon for the bride's attendants, usually given by her mother and to which engraved luncheon invitations may be used, but the informal note is preferred unless a very large affair with many attendants.

Dear Helen,

Will you come with the maid of honor and the other bridesmaids for our farewell luncheon before the blissful day, at half after one o'clock on Tuesday, April the sixth? It will seem like a circle of happiness to have you all around me then.

Yours lovingly,

Rosalie

Dear Rosalie,

We will gather around you for our last girlhood good-by on Tuesday the sixth at half after one o'clock, and if our loving wishes come true you will be the most joyous bride the sun ever shone on. Dearest love to you from

Helen

Dear Kenneth,

Will you come with Ned Demming and the other ushers for a last farewell supper to bachelor days on Tuesday the sixth at seven o'clock?

Yours sincerely,

Ralph Enderby

When the groom is a resident of another city, the bachelor supper is sometimes replaced by a dinner for the bride and groom and their attendants which is given by the bride's family.

Invitations for luncheons to the bride and dinners to the bride and bridegroom, given by their friends, do not vary from the formal invitations given in the second chapter and often an intimate friend gives a tea or what is popularly known as "a shower," for the bride.

The invitations may be notes of a few lines or the visiting card with the date and hour in the lower left-hand corner and the words *Shower for Miss Maxwell*. Sometimes even the type of shower is indicated such as *Linen shower* and of course only her near and dear friends are invited. These invitations always require an answer so that the hostess may prepare.

The bride, who is invited a half hour later, should have accepted before the other guests were invited. If a card were sent to her later, to remind her of the day and hour, of course the word *Shower* is not mentioned.

Dear Miss Milburn,

Thank you so much for offering me the opportunity to share in the linen shower for our dear Rosalie on Thursday, April the second. I will arrive at four o'clock with my gift and am looking forward to a most delightful afternoon.

Most cordially yours,

Dear Louise,

You can imagine better than I can express my disappointment at not being present at the linen shower you have arranged for dear Rosalie but I am to be away from town at that time.

Will you, however, let me join in it a little and send my gift for her to arrive by mail on that day?

Very cordially yours,

Louise Wentworth

WEDDING PRESENTS

The wedding presents are always sent to the bride, even if the sender is unknown to her. Occasionally the best man or some intimate man friend sends a gift to the bridegroom, something which may be designed especially for his use—but the more correct way is to address all gifts to her since his friends are supposed to desire to honor the girl of his choice. Even a gift of silver from his business associates should be sent to her and all markings of linen or silverware should be in the initials of her maiden name.

Visiting cards are inclosed, the *Mr.* and *Mrs.* card, or the husband's card added to the wife's, and sometimes carry wishes for future happiness, but more frequently are without messages. A mother and daughter may join in a gift and also two sisters or two brothers.

The groom usually takes his fiancée to select the wedding ring, that it may be a perfect fit, and

gives her the handsomest present consistent with his finances. Quite recently a wonderful gift of "family jewelry" was given a young bride by the groom and his parents. Members of the family often unite in giving one handsome present rather than small things which may be duplicated by others. They may give all the table silver or a handsome silver center piece with four compotes or baskets. Intimate friends also give together a set of handsome dinner plates, decorative fish plates, an ice cream set or water goblets in wonderful glass. Pictures are always a doubtful purchase unless sure of the taste of the recipient, but a picture from the artist is a great compliment.

Wedding silver is often exchanged when so many duplicates arrive and is not always marked with initials which she may have engraved afterwards and none should feel hurt if the bride who receives fourteen single candlesticks and six large silver platters but no vegetable dishes makes some exchanges. She may not, however, exchange gifts received from either his family or hers unless expressly told to do so.

Checks are always delightful gifts and allow the young couple to purchase what is wanted after the other presents have been received. When one knows that the young woman will have little money for a trousseau, especially if a busy worker with no time to make dainty things, the most loving gift of all is a check for some of her trousseau. If not able to give a large amount one can give a charming negligé and boudoir cap.

An intimate artistic friend may be asked to arrange the presents as the bride has quite enough to attend to, and should as much as possible avoid fatigue, so that she may be joyously ready for her wedding day and honeymoon travels. A tired drowsy bride is a distressing companion for a happy bridegroom, free from business cares and ready for intense joy and companionship.

The gifts are usually arranged with the silver in one group, the glass and china in another and the laces and linens by themselves. Duplicates should be separated and articles which do not enhance each other placed with another type of things. Pictures may be hung on the walls or placed at the back of the tables around the sides of the room. The tables are covered with damask table cloths, and if the room is large enough there is a table down the center. The *objets d'art* with the larger pieces of silver are placed back of the finer and more delicate things. It may give one a creeping feeling and the suggestion is most unpleasant, but where a small fortune is displayed in glittering presents there should be official guardians, however social their outward appearance.

Wedding presents are not sent to the extent of some years ago and an invitation only to a church wedding without a reception card enclosed, or an announcement of a wedding does not require a gift. And even an invitation to the church and reception is often accepted and, if neither the bride nor the bridegroom is well known to the

recipient, no present is sent, but a wedding breakfast seems to require some gift however small and delicate.

If possible the bride should always acknowledge her presents before the wedding but if the gifts arrive late or are too numerous she may delay but should endeavor to send the thanks within ten days after. A book especially prepared for the recording of gifts, giving a space for the article, the sender, the date received, and when acknowledged, will prove most useful and afterwards may be used as an inventory.

My Dear Mrs. Gray,

It was so charming of you to think of me and in such a lovely way. Your gift of— has been greatly admired and I shall treasure it not only for its beauty but because of your sweet thought for me.

Very cordially yours,

Rosalie Maxwell

Dear Aunt Faith,

What a lovely corpulent check you sent your loving little niece for a wedding present. Ralph and I thank you so very much and expect to spend many happy hours planning what to purchase with it before we actually spend it.

With fondest love,

Rosalie

Dear Mr. Tuttle,

Your charming gift has just arrived and it is made more precious by the fact that a friend so far away should so thoughtfully send it. It will hold the first blossoms on my first breakfast table in my new home and my husband and I will look forward to your early return.

Very sincerely yours,

Rosalie Maxwell

If not yet married she refers to her husband by his first name or as *Mr.* ——— according to the degree of friendship with the sender.

To a friend of her fiancé:

My Dear Mrs. Sand,

Thank you so very much for the beautiful gift which arrived yesterday from you and Mr. Sand. Ralph has spoken of you very often to me and I hope when we are in our new home I may be included in the friendship which exists between you.

Very cordially yours,

Rosalie Maxwell

WEDDING TELEGRAMS

As the wedding presents arrive the telegrams of congratulation also come with loving messages from all parts of the world. The telegrams are supposed to be received the day of the wedding but may be sent a little in advance since there are sometimes many delays in transmitting. It may

be well to note that only the bridegroom is to be congratulated while one wishes the bride much happiness. However the telegram which sends congratulations to both is permissible.

"Congratulations and best wishes for your future happiness."

"Heartiest congratulations. May all your days be as happy as this one."

"To the bride and groom—love and best wishes from an old friend."

"God bless you both. We rejoice in your happiness."

"We greatly regret that we cannot be with you to-day. Congratulations and best wishes."

"We all join in hearty congratulations and best wishes." (This may be sent from business associates.)

"Every happiness be yours dear—on this your wedding day." (Appropriate for bride.)

A long telegram such as a night letter may be sent by intimate friends or some relative who cannot be present at the ceremony, but the shorter, more simple forms are more often used.

THE TROUSSEAU

The elaborate trousseau is a thing of the past since fashions change so rapidly and there is often a change in the figure after the arrival of the first child. There should be, however, many attractive house dresses and pretty afternoon and

evening frocks since there will be more home life than in the débutante and engagement days. Two or more handsome evening gowns will be required if they are to entertain or to go out much in the social world; also an evening wrap. Plenty of dainty lingerie and *négligés*, charming little sacques and boudoir caps and pretty slippers and smart shoes. Of course there must be stockings to match and well selected and harmonizing accessories. A wrap or if possible two of different weight and some lovely hats.

If the bride expects to do her own housekeeping, in the early days of gaining worldly success she adds many simple wash dresses and aprons of all sizes, with adorable dutch caps which either match the dresses or the aprons. Nothing is more distressing than the sight of a trim wash dress surmounted by a lace and satin boudoir cap.

Always she considers in selecting from the multitude of tantalizing things what she will most require to shine in the eyes of her new lord and master, who may prove more critical of her appearance, now that she belongs to him.

If they are to live in the country, or suburbs, with plenty of country sports, she buys more sports clothes and less of the things which she would require if they lived in town.

It is delightful if her parents can give a full supply of linen, but if it must be limited let the choice be of fine cotton sheets, rather than the chilly expensive linen ones, although one or two

pairs of them embroidered with her initials may be added for the guest room. Nice soft blankets and perhaps a down cover and for counterpanes select the new style with gay floral decoration which laundry so well.

Hand towels of excellent quality and thick soft bath ones both in quantity rather than only a few expensive ones. Simple luncheon and breakfast sets, with small and medium size tablecloths, with a handsome larger one for entertaining and dinner, luncheon and tea napkins and a dozen doilies to use under the finger bowls are a wise choice.

A man never has a trousseau, but plans to have as many clothes as will be required by the occasions of the honeymoon. Plenty of shirts, right size collars, handkerchiefs, smart ties and underthings and a few good suits, which need not all be new ones, but which should be in perfect condition. However, he will probably have a new hat, tie, gloves and shoes for traveling, but let the shoes be worn long enough before to be comfortable. The shoes he wears to the wedding should have the soles blacked, so that when he kneels they present a dark surface.

The plans for the honeymoon are decided on together, but let the groom beware of planning camping pleasures, unless he knows that the bride is as keen as he is and has already had at least one camping experience. Everything will be much more changed to her than to the man and too new an environment may mar the honeymoon.

CHAPTER XVI

THE WEDDING

THE formal wedding requires many beautiful flowers in the church and at the house and elaborate costumes for the bride and attendants. The train is long and very beautiful with lace or embroidery of pearls although in a small church in the country it may have to be curtailed or eliminated.

Out of town there may be even more flowers, but less expensive ones, and one of the prettiest weddings which appeared a veritable flower garden, was carried out by friends of the bride. The chancel was decorated with laurel and rose and white peonies with rose sprays of the same colors. These flowers were in large bouquets at the ends of the pews to be occupied by the families and friends, while the windows were decorated with sword ferns which covered the base of huge jars filled with field flowers.

The bride's attendants carried bouquets of the same flowers, as those decorating the altar, the rose sprays mingling with the satin ribbons which tied them. At the inn where the reception was held, there was a bower for the bride and groom, made of trailing vines and rose sprays with a background of plants and ferns.

In the spring most charming weddings take

place under the blossoming apple trees, or in the summer amid the garden flowers. The invitations may be formally engraved, but the dress of the bridal party is far more simple, with dresses of georgettes or crepes and the men in white trousers and dark blue serge coats. If the bride wears a veil it does not fall below the hem of her dress.

White satin so long the one choice of the bride has been somewhat supplanted by softer and more clinging materials and filmy lace enters largely into its construction. The bride's gown is usually most dignified in contrast to the more fluffy and decorative frocks of the maid of honor and bridesmaids. Old family lace is always used in some way, as a veil or draped on the gown. Once long sleeves and high neck to the chin was demanded, but very short sleeves with long gloves are now correct. The bride may remove the left glove by pulling it off inside out, as the quickest way, but more often has the third finger ripped open that the wedding ring may be placed on it. At a small wedding, or in summer time gloves are not necessary. A bride does not wear a very décolleté gown but with the dutch or round neck.

The maid of honor's gown usually differs from those of the bridesmaids, if only in the color, as hers may be a lighter tint of what they wear, or of the same color as their trimmings and accessories. A very charming effect is obtained when the bridesmaids' costumes shade from light to

darker tones of one color. There must be a uniformity of effect in all the designs chosen and especially so in all the accessories of hats, slippers, stockings and bouquets.

In selecting costumes for the attendants, the bride should consider their finances and not suggest things too costly. If she wishes very expensive things she may give the gown, as her present to her attendants, or may offer to pay for one or two when she knows her friends could not afford it, but this should be a matter not mentioned outside to anyone.

She may give them their hats or parasols if they carry them (always closed), and the costumes, hats and accessories are ordered, if possible, from the same shops that they shall be exact duplications of each other.

The bride always gives some memento of the occasion to her attendants, such as a bracelet, a charm or a dainty pin, unless it has taken the form of part of their costumes.

If the maid of honor or bridesmaid is in mourning she may wear colors on that day, but if she acts alone as the maid of honor, she would wear white or a very delicate pastel tint of lilac or gray.

Her only attendant may be a maid or matron of honor, or she may have from two to ten bridesmaids with several small flower girls and pages. The children always add to the beautiful picture and it fills their tiny hearts with joy.

The bride's sister is always the maid of honor,

unless she is married, when the bride if she wishes, has an opportunity to ask her dearest friend. There may be several matrons among the bridesmaids and they are not arranged by rules of precedence, but according to height, the tallest walking last. A sister of the bridegroom is always asked to be a bridesmaid, or if he has none, one of his cousins.

The groom asks his brother or most intimate friend to act as best man and the brother of the bride to be an usher or asks one of her cousins. There may be more ushers than bridesmaids if the affair is very large and only a few bridesmaids. On several occasions recently the father has acted as best man for his son, but in each case they were close companions and the father actually was the best friend.

At a formal wedding in the evening full dress with white gloves is required. In the day time the groom and best man wear black cutaway coats, striped trousers, white or black waistcoat, low black calfskin shoes and black silk socks and gray or black and white Ascot or four-in-hand ties and wear white or gray gloves and carry silk hats. The boutonniere is a single white flower.

The ushers wear the same except for a variation of color in their ties from the groom and do not wear white waistcoats. They must be exactly alike in all details.

The groom provides the ties, gloves, boutonnieres and makes a gift to the best man and

ushers, usually a pearl scarf pin or cuff links, something as a memento of the occasion. He also sends the bridal bouquet and those for the maid of honor and bridesmaids, but leaves the selection of the flowers to the bride.

If there are flower girls and pages they usually wear all white or add sashes the same color as the bridesmaids' gowns.

The best man attends to all details for the groom, makes traveling arrangements and sees that the notice of the wedding appears in the morning paper. He takes charge of the ring and wisely has a duplicate one if the original one should slip in passing to the groom and the minister. He has also the fee for the minister and receives the groom's hat at the chancel. After giving the groom his hat and cane he sees the bridal couple and then the bridesmaids in to their carriages and then sees that the two families are on their way. Returning to the vestry for his hat and coat he follows on to the house.

The ushers show the guests to their pews, those having pew cards sitting within the ribbons, but do not seat any late guests there after the arrival of the bride's mother unless some of the two families. The bride's family sits at the right and the groom's at the left in the front pews.

When the bride arrives word is sent to the groom waiting with the best man in the vestry and they walk to the chancel. When the bride appears the groom removes his right glove.

The ushers precede walking in twos, followed by twos of bridesmaids, then the maid of honor walking alone and if any flower girls they walk before the bride and the pages after her. She walks with her father to the chancel and after he has "given her away" he steps back to his place beside her mother. When she has no near male relative, she walks alone and if the ceremony takes place at the chancel rail her mother may step forward and answer "I do," retiring afterwards to her pew. If at the altar she may rise in the pew and respond.

At the chancel the ushers divide to stand on either side, permitting the bridesmaids to pass through and separating they stand in front of the ushers. The maid of honor steps to the bride's left to arrange her veil and take her bouquet.

After the ceremony the flower girls and pages precede the bride and groom, scattering flowers and petals. The maid of honor follows with the best man and the ushers walk out with the bridesmaids.

At the house the bride's mother receives the guests, who pass on to wish the bride happiness and congratulate the groom. The maid of honor and bridesmaids stand on either side and just beyond the groom's parents. The bride's father and the ushers are busy talking to the guests and taking out distinguished and elderly ones to the refreshments.

The bride's table is always beautiful with

flowers and the wonderful wedding cake which she cuts once and then the others cut a slice. There are always little souvenirs in the cake, which cause much amusement, especially when the tiny thimble or button are found.

The menu is always more elaborate than for any other function, whether served at small tables or buffet. The guests after greeting the bridal couple pass out to the refreshments.

When the bride is dressed the groom's mother comes to say good-by, and when she comes down stairs in her traveling clothes she throws her bridal bouquet to her attendants. It is often made up of smaller ones and a tiny emblem attached to one spray announces who will be the next bride.

The bride's family pays for all the invitations and cards, for the floral decorations in the church and home, for all refreshments, for conveyances for the bridal party, the minister and for out of town guests, such as intimate friends and relatives and for all the guests, if the wedding is given at the country place. They also pay the fees to the sexton for opening the church and to the organist.

The groom provides the wedding ring, pays for the license and the fee to the minister and of course the traveling expenses.

THE HOME WEDDING

Unless the house is large the wedding party is much smaller and often the only attendants are the best man and the maid of honor. Sometimes two small flower girls are added and the costumes

of all take the keynote from the bride's gown. If she wears a traveling dress, the maid of honor wears a simple gown and the groom and best man sack suits. If she wears the bridal white with a veil, the maid of honor wears a lovely gown of some delicate color with a charming hat.

With a traveling dress the bride either carries a small bouquet of violets or pansies or her prayer book.

There may be lovely flowers in the many vases and branches of flowering shrubs and trees and a special group at the farther end of the room where the minister stands. The groom and best man enter first, as at church and await the bride, before the minister. The guests gather informally about, reserving a space in front for the two families. Even at a very small wedding, two or more ushers will prove very helpful in various ways.

The bride's mother receives the guests, who after the ceremony greet the bridal company as they remain in front of the floral decorations. The refreshments are those of any reception, although if a breakfast there are hot dishes and richer food.

If the wedding is a large affair the white ribbons are used to reserve a special section for the families and relatives and the bridal procession is the same as in church, but usually starts from the stairs or even from the floor above. When there are many attendants there should be a rehearsal as at the church as otherwise the beautiful picture may be spoiled.

Cushions or a kneeling bench with a soft cover

is necessary when the wedding takes place in the home and the minister quietly removes it after the ceremony is over and the couple turn to greet their friends.

The only important anniversaries are the silver, gold, pearl and diamond, which are celebrated by a reunion of the families at dinner or of friends at a reception where the gifts are of the materials associated with the anniversaries.

There are many happy reunions of friends, before the twenty-fifth arrives and those most often celebrated are the first, tin; fifth, wood; tenth, tin; fifteenth, crystal; twentieth, china; twenty-fifth, silver; fiftieth, gold; sixtieth, pearl; and seventy-fifth, diamond.

In a church without a central aisle the ushers may walk up one aisle as the bridesmaids go up the other, followed by the maid of honor preceding the bride or they may separate and walk singly in each aisle, but the maid of honor always walks before the bride and on returning from the altar may walk down the other aisle so that all the guests have an opportunity to see the bride.

A second wedding is a quiet affair with only relatives and friends present and may be in the church or at the home. The bride never wears white or a veil and often has no attendants, although there may be ushers or if she has children they may precede her as her attendants. If she carries a bouquet it should be of orchids or some flower which does not resemble the spraying white of the bridal bouquet.

CHAPTER XVII

THE FIRST YEAR

ANY bark which safely escapes the uncharted rocks of the first year of marriage has attained success and may look forward to a long voyage of happiness with fair winds. A watchful eye is as necessary for the skipper as for the first-mate, also coöperation and sympathetic understanding.

“Marriage is not a failure. It is men and women—husbands and wives—who are the failures.”

THE NEW HUSBAND

Married life does not change a man's way of living, as it affects a woman's, although both have adjustments to make. As it is more difficult for her, more patience and understanding is required on the part of the new husband.

When registering one writes “Mr. and Mrs. ———”; never “and wife.” The club address gives way to the home address on the visiting card. In speaking to friends her first name is mentioned and to acquaintances and strangers “my wife” and to servants and tradespeople “Mrs. ———.”

A husband does not take his wife to call on any lady, except an invalid or elderly one of much distinction. If anyone suggests it, he may say, “Won't you come to see her? I am sure

she would be delighted to see you." If they are at an entertainment he may ask her to be introduced to his wife or if much older, may seek his wife to introduce her to the lady.

He does not call on an unmarried woman without his wife or accept any invitation in which his wife is not included when there are other ladies present. He may ask a lady to call on his wife, but extend no other invitation to his home. If he wishes to show some courtesy to a young lady, he may ask her to lunch with them at a hotel, but it properly should come from the wife.

If his wife is absent from town he confines his calls to his married friends and on her return she calls and thanks them for any kindness. He is careful not to show marked attention to any lady out of respect for his wife and prefers a party rather than a *tête-à-tête*.

He owes as much consideration for his wife's family as his own, therefore does not criticize or repeat gossip about them.

Little things mean so much to women who are often hurt when everything is referred to as "my house," "my car." Not long ago a young wife reproved her husband's brother when he remarked that he ought to have things as he wanted in "his home." She quietly replied "It is *our* home."

A gentleman treats his wife with utmost consideration and respect, knowing that others will then do the same. If her orders are counter-

manded the servants will cease to regard her wishes. Any change should always be decided on by both.

Don't expect her to be the most perfect woman in the world and allow time for her to subside from the gayety of a *débutante* to the dignity of a married woman. Don't expect her to have only sedate women friends for it is as difficult to relinquish friends as it is for the husband to give up Tom, Dick and Harry.

Take business acquaintances to the club for meals and not to the home and always telephone in advance when bringing an unexpected guest, putting it in the form of a request. If possible be on time for meals, as it is most disheartening after a culinary struggle to have everything dried up or cold.

Don't criticize her in public nor glare at her as it is apt to throw any but the most poised into confusion and while *au fait* in her past environment she may have much to learn in the new.

Etiquette is so interwoven with the conduct of life that an unhappy harassed wife all at sea in her adjustment cannot act with poise and grace.

One may ask some worldly wise older woman to be guardian angel over the new home, especially if the wife comes from another town. This mark of esteem will please her and she may do much delicately to speed the matrimonial bark over smooth waters.

Even if not approving of her family and friends,

they must receive every courtesy in the home. A disagreeable host is an ill-bred one and bad manners not only reflect on the wife but on his parents.

A wife who knows something of his business problems, understands delays and long silent hours of thought. The American business man is too apt to share only his joys and not his troubles with his wife and no partnership can exist long on such a basis.

She should have a separate allowance with "no questions asked" and both should realize that there is much to learn in adjusting expenditures. And don't expect her trousseau to last indefinitely.

Never open her personal letters or even ask to see them.

THE NEW WIFE

At no other time in her life has a woman so many small problems to meet under the eyes of a critical world. Much is excused in a debutanté, but so very much is expected of the new wife and the first steps are so important, setting a keynote for future living.

There is not only the adjustment to married life and a husband who has suddenly changed from courtship days, seeming almost a stranger at times, but there is a new circle of acquaintances to meet and a responsible position to fill, as the wife and home keeper.

The attitude of his family has subtly changed, feeling that any criticism of her reflects on them since she is now a member of the family. Much

discretion, love, tenderness and understanding is required on both sides.

Never repeat criticism or gossip about his family or mention skeletons of one's own, although both should be frank and open when the occasion requires.

Unfortunately both families expect the young couple to start at the point they have reached after years of adjustment and she wisely does not allow her failures or his remissness to loom large on the horizon of happiness. He has given much valuable time to her when courting but now he settles into his work with a vim, feeling that everything is done for her yet rarely explains the idea so deep in his heart and mind.

The wise wife studies to be as interesting as when engaged, relegating domestic worries and family gossip to the background. She strives to discern the time for silence or talk, realizing that a hungry man prefers food to chatter, although a little may be of digestive value and afterwards he will brighten and life seem quite different. There is not the thrill as when they talked of ideals and aspirations in the moonlight which are there just the same, but deeper and so less talkable.

Don't tell everything, some things are better never told as one clearly sees as one matures. And don't expect him to tell everything but realize that when ready he will do so. Don't mention fancied slights, they will seem much larger to him. Don't bring up subjects which are not agreeable and

cause arguments. Don't make the mistake of telling him how to run his business, even if successful before marriage in the business world.

Don't visit his office unless necessary; it embarrasses him not to give his wife every attention and distracts his mind from important work.

Don't countermand any order given by him to a domestic, but use tact in changing it. Don't discuss him with servants or friends or family unless possessing someone of intense discretion and wisdom who may be able to offer excellent advice and show *his side* of it.

Make him comfortable, but above all make him happy! Be a companion and a "pal" rather than a neat housewife if unable to manage both and strive to be always attractive and loving with the high standard of courtship in view. Don't expect the same of him, but he will naturally follow as the lodestar follows the pole.

The dainty smiling wife who sends her husband cheerily on his way each morning makes the machinery of the world he contacts move more smoothly. At night she is ready, unruffled and dainty to greet him and presents a charming appearance whenever they go out.

Too often the new home presents all the charm of the doll's house for the little girl, but the wise wife learns quickly to discriminate between the charms of housekeeping and her husband's interest and admiration.

Be prepared to be reformed. They all do it!

When criticized, reflect on it and correct mistakes which are more often of manner than anything serious, never allowing a feeling of grievance which quickly builds a wall of separation. Often a gayly told story of someone's mistake will reach much quicker than a direct pointing out of his mistake.

When she speaks of her husband she mentions his first name to friends and acquaintances. To others she refers to him as "my husband," being careful not to sprinkle the conversation with these two words as thickly as raisins in a pudding. To trades people and servants she speaks of him as "Mr. ———."

She signs her social letters with her first name, and family name before his surname and writing to a stranger adds her name as on her visiting card. This she also signs at the end of business letters if ordering articles or if a more personal letter uses the initials of the first name with the surname. She will find much of interest in the chapters on The Visiting Card and those devoted to Invitations and Social Correspondence.

She does not call first unless asked to do so. She may not invite anyone to her house who has not called on her nor invite anyone she has not called on unless there is not sufficient time between the meeting and the entertainment, when she writes an explanatory note.

It is always advisable to be rather slow in making friends in a new environment as in the

first days of loneliness those may be welcomed who later prove only worthy of friendly acquaintance and one never wishes to wound by apparent neglect. The same is true of joining clubs, although if a member of one at home with affiliations in the new place it will prove a starting point of interest.

A charming simple hospitality brings greater pleasure than endeavors to follow older richer friends and the informal tea at home or a jolly card party in afternoon or evening with delicious Sunday night suppers are excellent for the first year.

All friends of her husband should be cordially received, even if not to her fancy and a guest should never be made to feel intrusive. It may be difficult to extend a meal for two but a goodly supply of canned vegetables, soups and fruit with crackers and fancy wafers can be quickly called into service.

The wife shakes hands with anyone who comes to the home and introduces a few gathered at the tea table or informal meal but not at larger affairs unless they are strangers in town. She places clean towels and guest soap in the bath room and provides clean napkins for the unexpected guest and strives to make them comfortable without undue apologies.

Don't object to occasional evenings with men friends for it only refreshes him and causes more appreciation of the quiet and charm of home.

Don't show vulgar jealousy if he enjoys the society of other ladies but welcome it as an opportunity to freshen up the mental equipment with the conversation of other gentlemen. Every man likes to feel that he has won a prize and that his wife is attractive and desirable to others.

THE MOTHER-IN-LAW

If only the mother-in-law would realize that from the first day, she is the guardian angel of the new couple's married happiness and that only fools rush in where angels fear to tread her attitude would be far more sympathetic.

Of course the other one is not worthy of her own particular child but that is what the other parents think and it must be skillfully concealed. Remembering her own early days of married and the loneliness away from home and friends she can greatly aid her children. She should never take sides in any quarrel, as it only widens the chasm between the young couple.

Too often the mother feels dethroned instead of realizing that her position in the social world is enhanced by a charming new daughter who brings new young life with all its charms into her circle. Unconscious jealousy of the mother causes her to feel that her child turns to the newcomer and so away from her and is keen to see fancied slights and neglect.

After the marriage the widowed mother, if her son was named for his father, adds *senior* or *Sr.*

on her cards to avoid opening letters and receiving messages intended for her daughter-in-law. It is a pathetic sight to see a mother insisting that her daughter must continue to use the "junior" although her son has dropped it.

In every way the new member should be welcomed into the family circle and some entertainment given to introduce her to the family friends besides a weekly home dinner. She introduces her at church, club and social affairs as "My daughter, Mrs. ——," or to friends as "My new daughter, Katharine," and shows her love and tenderness on all occasions.

When the new baby comes she can be so helpful and loving but as a grandmother must be careful not to spoil the little darling or to break any of the rules on which the modern baby thrives.

CHAPTER XVIII

THE NEW BABY

WHEN the baby arrives the proud young mother sends announcements to all her friends in the form of tiny notes of blue if a boy and rose if a girl. These small announcements may be purchased with the necessary wording done in a deeper tone and the spaces for the day, names, and other information left to be filled in after the birth. These also make attractive gifts to the prospective mother.

Another method which is even smarter is to enclose a tiny card with the baby's name engraved on it, attached to the mother's visiting card by a little bow of blue or pink.

ANNOUNCEMENT IN THE NEWSPAPER

A son was born to Mr. and Mrs. Peter Wainwright on Sunday the 12th. Mrs. Wainwright is the daughter of Mr. and Mrs. John Sterling Stone of Clifden Manors, Rye, N. Y.

Notes of congratulation and felicitation should be sent promptly after receiving the announcement of a birth and may be followed by a call of inquiry. The announcement in the daily paper is sufficient for a friend to write a charming note or leave her visiting card with *To inquire* in the

upper left-hand corner, since many do not announce the arrival of a youngster other than by the newspaper. One may also call before the arrival if an intimate friend, leaving the same card of inquiry, and inquiring from the maid as to the progress of affairs.

To these cards of inquiry the mother may reply with a few lines.

Dear Mrs. Foote,

*Thank you so much for your kind inquiries.
Dear baby and I are very well and happy and
hope to see you some day very soon.*

Cordially yours,

Gladys Wainwright

Dear Gladys,

What delightful news the little card conveyed—another adorable member in the Wainwright family! I am sure that it is the loveliest baby ever seen and that you are wonderfully happy.

Do let me know when I can come for a few moments to see you and the little newcomer.

With love to you and yours,

Francis Marcy

Dear Frances,

Thank you so much for the lovely little gift which now adorns my small daughter, still very small, and as she grows the gift will grow in value to her as she better knows the sweet sender.

Of course I cannot think of a greater compliment than to ask you in to see the new baby at four o'clock on Tuesday. Do come!

*Lovingly yours,
Gladys*

There are charming gifts for the baby and its mother, often inexpensive such as adorable little booties, tiny socks and caps and little sacques and little teething rings and rattles. For the proud mamma there are lovely boudoir caps and little sacques and always flowers.

The name of the little one requires much loving thought in its selection since it is the life long friend or foe of the child, playing an important part in the business and social world. The attention is always attracted by a musical name or one of distinction and forms the first impression of strangers.

Very often it proves difficult to select names from those of numerous dear and wealthy relatives, especially if the first born son, so the choice of the father's name is the most simple solution of the problem.

When the mother's name is used for the second as is customary to-day the child may be called by that until it reaches the junior age. It is very smart to use the mother's family name for the first and where her family is old and distinguished it serves to perpetuate the name. Thus the new

baby will be named Stone Wainright, which is far more distinctive than Peter Wainright, Jr.

When a child is to be named after a parent who was christened with a nickname the correct form should be used and Jack transformed into John, Harry to Henry, and Jessie becomes Jessica. Such names as Daisy and Pansy are sweetly pretty for a child but at fifty seem a trifle humorous. One prefers the quaint Puritan dignity of Patience, Prudence and Anne.

It is always a pity to label a wee child with such an unattractive name as Ichabod in spite of a doting affectionate uncle but the child may be named after the father and the uncle asked to be the godfather. The little girl is named for one of her grandmothers sometimes and the devoted aunt or cousin who might naturally be selected for that honor is asked to be the godmother.

The younger generation are asked to be sponsors since they are to stand as friends of the little one and the older generation will have passed on when the tender care and loving guidance is most needed.

Two masculine and one feminine sponsors are required for a boy and two feminine and one masculine for the little girl. Those acting as sponsors give something as a memento of the occasion such as a silver cup, a porringer, or pin or locket. A pearl for the little girl to which one is added each anniversary is charming and very useful the check or bond which is put aside

to grow for the future education or the coming of age. The baby's christening dress which is simple but dainty may be the gift of a godmother.

Dear Warren,

It will make us very happy to have you act as godfather to our little boy.

Cousin Mary and Raymond are to be the other sponsors and the baptism is at four o'clock at our home on the third of April.

We hope that you can come and will be the loving friend to our little child that you have been to his proud parents.

Very cordially yours,

Gladys Wainright

Dear Mrs. Wainright,

I shall be most happy to act as godfather to your little boy on Wednesday, the third of April at four o'clock and promise to include him in the love and friendship I feel for his dear parents. With kindest regards to you both and an appreciation of the honor of your request.

Faithfully yours,

Warren Cramer

Dear Mary,

The baby is to be christened on Wednesday, April the third, at four o'clock at our home and we would be so happy if you and Raymond will act as sponsors to the dear boy who

is to be named after your husband—Raymond Palmer. We have asked my husband's life long friend, Mr. Cramer, to act as the other sponsor and feel that with you two he will be loved and guided by the wisest and best of friends.

*Lovingly yours,
Gladys Wainright*

Dear Gladys,

Raymond and I will be most happy and honored to act as sponsors to your dear little boy and will be with you on Wednesday, April the third at four o'clock.

*With deepest love to you and yours from us
all.*

*Lovingly yours,
Mary Palmer*

Occasionally engraved invitations are sent out for a christening when it is a first child but more often informal notes or the telephone ask friends to be present at the home or church.

When the christening is at the church the parents linger a few moments to receive the congratulations of their friends. At the home a large silver or handsome bowl of porcelain is wreathed with flowers and placed on a small stand to serve as the fount. If there are no sponsors, as they are not always required outside certain denominations, the mother gives the baby to the minister and receives it after the christening.

Simple refreshments are served as at a tea but a white frosted cake to be cut in slices known as the baby's cake is added and some beverage such as a fruit punch in which the baby's health is drunk.

Congratulatory telegrams from those at a distance add to the joy of the occasion and may be added to the baby's book with other mementoes of the occasion.

"Love to the dear mother and her little son."

"We are all delighted to hear the good news. Hearty congratulations."

"To the dear mother and her little son love and every good wish."

"We are happy in your happiness. May the little life fulfill every dear wish of your heart."

CHAPTER XIX

THE MOTHER

"Men make laws, women make manners."—DE SEGUR.

EVERY little boy wants to be just like "Papa" and every little girl like her mother so that the life they live is reflected in miniature before the parents and the world.

The mother has usually the greater direct influence until the children go away to boarding school, nevertheless the little girl nearly always confides her troubles to her father while the boy goes to his mother.

In the ideal home the boy is a chum with his father who has time to be a "pal" to him and thus develops a manly little chap with fundamental ideas of square dealings in all matters. However tender hearted the dear mother, she should be careful not to interfere unless the father is too strict a disciplinarian and then it must be done with such tact and discretion that the respect for the father is not lessened in the child's eyes.

"The well-known saying, "Leave a child with me until he is seven years old and then I care not what you do to him," has much truth in it. In these first years of indelible impressions too much care cannot be given to preserve the harmony of home life for its effect on the child.

Gentle manners with an unselfish spirit; a large outlook on life, free from cramping unpleasant

criticism of others and a refined manner of living give the child an inestimable gift of a beautiful background.

The mother should always be approachable in all matters, large and small and the confidences of the child held as sacred. Parents often wonder why the child does not confide in them, forgetting their betrayal before others, frequently followed by laughter and teasing. The little things of a child's life are so serious to him and a sensitive child does not quickly forget a rebuff.

It is very often difficult not to show partiality for a younger child or one not strong but the older child can be taken into the parents' confidence and matters carefully explained so that an understanding protective feeling will be felt for the younger or weaker one.

Quarrelsome, quick-tempered parents will develop the same temperament in the children, and those with coarse and disagreeable parents will soon become young "grouches."

Nothing is worse for children than constant nagging and sharp criticism and the latter should never be done before others. The desired effect will be gained by taking the child aside and carefully explaining why it is a mistake.

A child should be treated with respect and his small wishes considered as much as possible but respect for others, for his parents, teachers and officers of the law should be exacted from him.

Criticism of teachers in the home make an unruly, inattentive child at school. The mother who scoffs at the teacher, calls her an old maid and makes derogatory remarks about her, need not be surprised if the child is impertinent and fails to be interested in her teaching.

When a difficulty arises between the teacher and the child, the mother should presume the teacher is right until the matter has been investigated. She should always uphold the authority of the teacher whenever possible. Mothers would sometimes be surprised to see their good little boys away from home.

Absence from school has a bad effect on the child, breaking into his orderly days and any note of explanation to the teacher should be courteously worded.

Dear Miss Stone,

As Harold suffered from a severe cold yesterday and it was so stormy, we felt it wiser to keep him at home. He has studied his lessons for the two days.

We are always sorry to have him miss any of your valuable instructions.

Yours sincerely,

Martha Merton Hart

When the child is late the following note may be written and also one when he has been rude but in the latter case it is advisable that the child write the note. It is not courteous to write a note in the third person to a teacher.

Dear Miss Stone,

Please excuse Harold for his tardiness this morning but it was unavoidable. We are always sorry when anything occurs to delay him and cause inconvenience in the class room.

*Yours sincerely,
Martha Merton Hart*

Dear Miss Stone,

Harold tells me that he was discourteous to you to-day which I much regret. He has promised to apologize to you this morning.

*Yours sincerely,
Martha Merton Hart*

It will repay the mother to know the teachers of her children. This is more easily accomplished in the smaller towns, perhaps, but the courtesy of asking a teacher to come in for a cup of tea will make it possible to judge the character of one who has charge of the child five days out of seven. The teacher may be able to give valuable information to the mother who in turn may explain some of the individualities of the child so that there develops a better understanding between teacher and child. This proves of great advantage when the teacher has large classes and the child who is shy and self-conscious appears sulky and dull.

If one likes the teacher she may be asked to

Sunday dinner when she is more free than during the week. Often the teachers are strangers and very lonely and to a young girl the older woman may prove a wise and true friend.

Punctuality is a precious gift and children should not only be ready at home for meals but with clean hands and face and well brushed hair and shoes. There is no place for dusty little shoes in a pretty home, but one cannot expect an orderly child in an untidy house nor where he lacks sufficient place to put away his things. Racks, hooks and shelves should be placed within easy reach and then the child taught to put things in the proper place.

It is excellent training for the child to give parties or ask their friends for a meal but permission should always be asked first and no pleading follow a refusal. If there is a special reason it may be given and the child invited to remain but this should be of rare occurrence. No child should be allowed to go any place without asking permission and it is not advisable to allow them to spend the night where the family is not well acquainted with the mother.

A child's questions should be answered with all seriousness as an opportunity to know what the child is thinking about and to give the right tend to its ideas. If unable to explain at length, one says "I am sorry, dear, but mother has not the time now. Ask me later and we will talk about it."

Early as possible should be instilled into the child's mind the difference between a desire for knowledge and curiosity. Inquiry into the affairs of others is the height of vulgarity and the base of all gossip. It may be necessary to explain something unfortunate which has been brought to the child's attention but it should be done in a large sweet way. The child who is told that those deserving censure had not the same opportunities to know the best of life, grows up with a larger outlook and a readier understanding, with quick sympathy.

If there are guests and the child intrudes with questions the mother answers firmly and quietly, "Not now, dear; a little later." The child is taught to enter a room quietly and shake hands with any guest, saying cordially, "How do you do?" and leave very soon.

No physical defect is ever commented on nor should they be teased about their "red head" or the size of their hands and feet. It only makes them awkward and self-conscious. Home should be a place of pleasantness free from any stabs or pricks of speech. One small boy with unusually large feet was comforted when told that his adored hero President Lincoln had large ones and that it was a sign he would grow to be a large man. He forgot about the size of his feet which became normal in proportion as he developed.

The companionship of animals is very beneficial to them but if they have pets they must care

for them. It is wiser to give them away to those who love them than to have some member of the family care for them. A child should never be allowed to torment a pet for an instant; it is not safe for the child and misery for the animal.

Good manners are fashionable to-day and also a necessity. While much is acquired by imitation, it requires much teaching to develope courteous manners and "manner" which is the way of doing things. It is the polish that mother gives the bright gem of childhood and which never entirely wears off in the rough outer world. It is so difficult to discriminate between the watchful eye which sees the necessary things and the nagging tongue. A wise mother used to say "It is not necessary to see everything."

CHAPTER XX

THE COURTEOUS CHILD

Is there anything more charming than a delightful child and how few are seen. In the cars or on the street children with little selfish faces, fighting for the best places or showing off to strangers. A beautiful picture spoiled because the mother either lacked the training herself or the understanding to train her child in pleasant ways of courtesy. The first teaching is consideration for others in the definition of courtesy, "to do and say the kindest thing in the kindest way."

There must be respect for father and special care and courtesy for mother. Roughness, vulgar words, swearing and rudeness are only used by children whose parents do not know how to train them. Mother's children wish to show by manner and manners that their parents are "gentle-folks," persons of refinement and understanding.

Good manners appeal much more to children when shown to be something desirable which everyone does not possess and the idea that their behavior will be a credit to their mother interests them quickly, for all children want to be proud of their parents.

The dear mother teaches her children to wait on her and to bring the chair for her and also her work. They come to her and do not make

the mistake of calling to her. They speak lovingly and gently and never scream or stamp.

When she calls they come quickly to her not expecting her to wait for them and they ask "What do you wish, Mother dear?" or "What did you say, Mother?" if they did not hear clearly.

Their wishes are put in the form of a request and not a demand, asking "May I go out to play?," "May I have some cookies?," "May I ask Polly to stay for luncheon?" The child does not say "Can I play?" because of course it is able to play although it may not be advisable to do so.

As it is always desirable to know where a child is at any moment permission must be asked before going and if delayed in returning should telephone or ask some older person to do so.

"Please" and "Thank you" should be used frequently and an appreciation of small things as well as large ones happily expressed. A child can say "How kind you are to me," "It is lovely of you to ask me," "Thank you very much." Often children wish to say gracious things but do not know the words to select. "Thanks" is not correct and may bring forth the response of the small boy who thought "Welks" must be the proper answer instead of "You are welcome."

The very short words "Yes" and "No" should be pronounced clearly and followed by the name of the person addressed or by some short phrase, "Yes, Mother." "No, indeed." "Yes, I am hungry."

Swearing is often a problem with little boys since in their young minds it is an appendage of grown-up masculine behavior. It can be explained to them how disrespectful it is to the Father of all the world to use His sacred Name carelessly. Other words are more difficult but one wise mother when she heard her small son "darn" his skates, said, "Say it twelve times, Billy." Billy did and the word lost its charm for him.

There is so much slang in the air and so expressive that much is allowed unless the repetition of one word becomes monotonous when they may be asked to think up others which express as well. Children are frequently very keen about long words and if the meaning is explained attain an excellent vocabulary.

As it is common and vulgar to shove, push or jostle anyone the well trained child will wish to walk quietly and if necessary ask permission to pass. Older persons are permitted to enter a doorway first and boys step aside for their sisters and other girls.

Children stand until their elders are seated and if not enough chairs quickly bring one from another room. In explaining this the mother may point out the chairs which she wishes brought in and this will tend to fix the idea in their mind.

Should older persons enter a room the children arise and offer the most comfortable chair. If anyone is passing back and forth it is only neces-

sary to rise once. They avoid passing in front of anyone but if not possible to pass behind, may pass in front saying, "Excuse me."

At the table the boys seat mother and other ladies and it is a gentlemanly courtesy to seat their sisters. Boys should be as courteous to their sisters as to other little girls and the girls as considerate of their brothers. An approving smile from the mother for any courtesy rendered will be sought on other occasions. Explanatory motions and frowns only confuse and curt impatience before others is rudeness.

It is better form and excellent training to remain until all are ready to leave the table but at a convenient moment permission from mother may be asked saying, "May I be excused?" then leaving quietly, pushing back the chair into place.

When with older persons a child sits quietly, perhaps with a "picture book" and arranged comfortably so that there is a support for the short legs. Attention is called to the lack of ordinary civility in interrupting a speaker, a fault from which older wiser ones are not free. True it has its inconvenient moments as when Sonny was severely hushed as he tried to warn Daddy of a crawly green caterpillar on a lettuce leaf.

Personal questions in the family or outside are strictly tabooed and the child taught to answer the vulgar person with "You will have to ask mother, I am too young to understand about things."

The children greet their parents and the servants with a pleasant "Good morning" and appear at school with a courteous greeting to the teacher. When returning home in the afternoon there is some loving greeting to mother and at bedtime a cheerful "Good night."

Consideration for servants and all working people and courtesy toward teacher and librarians make a pleasant world. Rules of any place should be observed.

Boys should learn to raise their hats or caps in a neat manner when bowing to a lady, not dragging them off and hanging their heads. Little girls not only bow graciously to all but every time, not rudely snubbing one day and smiling the next. Trouble, disgrace or any kindred matter should bring a more gracious manner, as only kindness for one in sorrow.

"Sir" and "Madam" should only be used in speaking to strangers whose name is not known as otherwise its use is confined to domestics.

CHAPTER XXI

CHILDREN'S INVITATIONS AND LETTERS

WHILE small children should not be expected to copy the formality of their elders yet it is an excellent plan to train them early in the little points of social custom. This gives them ease and charm when with others and is a decided assistance to them during the awkward age when they are so self-conscious, sensitive to ridicule and easily confused, and careful home training reflects the attitude of the parents.

A party offers much opportunity for training the child in the beauties of hospitality. One child who gave delightful parties never seemed happy before the event. She explained that she never had any fun at her parties because she must always think first of the others and give her partners and toys to them. To-day she is noted for her charming hospitality and her invitations accepted eagerly although it takes the most simple form since the golden spoon of childhood has vanished. After a studio tea she once confessed that when the last guest arrived she was puzzled as all the chairs and divans were packed so that she was gracefully hovering over the tea table. "Everyone came!" which was a rare occurrence in the midst of a busy New York season.

If the youngster is made to feel that it is his

very own particular party and shown the gracious ways of a small host much interest will be aroused. Explanations are given why each thing is done and that when one gives a party one is responsible for the happiness of each guest. The mother who makes it seem like a game to keep each small guest happy has taken a long step forward for the child's future success.

The child who sees that none are left out of a game, sweetly relinquishing her place if necessary, dropping the handkerchief before the unpopular or calling for the neglected when any choice is to be made, will later make a charming hostess of distinction.

Little girls are easier to train than "some real boys," but if the mother can awaken the idea of a "square deal" required when inviting anyone to his home it will prove easier. Boys are also very chivalrous with a tender spot they try to hide and may be appealed to for protection of the weaker, less assertive or rather shabby little guest.

The behavior of other children will open the tiny eyes to many faults and mother may agree that such an action was not courteous and wisely praises the manner of another child. She advises against showing any surprise at lack of manners or exchange of "knowing looks" at the mistake of any guest.

One small boy whose courtly manner was much admired was also the despair of his family at

meals. One evening he returned from a party with round saucer eyes to tell breathlessly of another small boy who having finished his slice of delicious cake, raised the plate to let the crumbs slip down his throat. The shrieks of laughter taught the young offender a needed lesson and had a salutary effect on the observer.

Nothing pleases children more than to have something to take home and there are tiny basket, candy boxes and little favors to be found in the shops. The little articles to be placed in the birthday cake create much happy excitement. In purchasing favors always buy a few extra ones, as some child may have been forgotten when the list was made or a new friendship made.

When inviting children care is required that none are left out with whom the child usually plays. While the families may not be on the visiting list of the mother, if the child is well behaved, it should be included. Often an invitation to a party where the scale of living is in a larger and more refined way, has awakened ambition to excel in a wee heart which no hardship could daunt.

A very small youngster may write a few lines, the small note paper with ducky little pictures proving too tempting to be resisted. This makes it seem more truly her own party and the effort of writing the few words and the delay in receiving answers will impress on her small mind the necessity of an early reply when she is invited.

The mother may write a few lines, but she

retains the intimate feeling if she consult the child as to what she wants to say.

Dear Betty,

Will you come to a dance on Friday, April the third, from four to six o'clock?

Lovingly yours,

Ten Crescent Street.

Rosy

Deary Rosy,

Thank you for asking me to your dance on Friday, April the third, from four to six o'clock. I will come with much pleasure.

Affectionately yours,

Two Park Avenue.

Betty

Invitations for children should always be definite as to the hours of the affair that the parents may know when to send for them.

Dear Jack,

My uncle is giving a picnic for me on Saturday the tenth, and I want you to come with us. We are all going over in the car to the Woodland Springs and he says to please tell your mother that we will take the best care of you and bring you home about five o'clock.

Will you meet us here at ten o'clock that morning?

Sincerely yours,

Peggy Stone

Dear Peggy,

Thank you very much for asking me to your picnic but we are going away for ten days to the seashore.

I hope you will have a jolly time and I will come to see you when we return.

Yours sincerely,

Jack Bryans

When the child is small the mother may write to the mother of the little playmate, but it is wiser to have the child write a few lines, if only the words "Will you come for a few days? It will make me very happy," and the mother can write a fuller letter of details sent at the same time. A child feels more interest in the visit and feels more responsible for the happiness of the little guest.

It is an excellent idea to have the child first make a copy of the letter and use her own words, and any corrections may be explained.

Dear Babbie,

Will your mother allow you to come to our country place at Woodhaven for a few days? My mother wishes me to say to your mother that she will take care of you in every way.

If you come on the train leaving at — on Friday the second, we will meet you at the station and Father will take you into town on

the train arriving at — on Monday morning. I do hope you can come.

*Lovingly yours,
Margery*

Dear Margie,

Mother says that I may accept your kind invitation so I will arrive at — station on the — train on Friday. I am so happy to be with you and know it will be jolly.

*Lovingly yours,
Babbie Fuller*

For the older children more formal invitations may be written and while it is always wise to follow the wording they will afterwards use in life many parents prefer a little change from the usual formality.

*Miss Catherine and Master Wallace Elford
hope to have the pleasure of
Miss Dorothy Burden's
company at a dance
on Friday, October the thirtieth
at seven o'clock.*

All children feel the importance of receiving letters and if they realize that older persons feel the same pleasure the burden of letter writing will become lighter. It is an excellent idea for grandparents to write occasionally and one small boy of seven is wildly excited weekly by a letter from "Grand-daddy" and flies from the bottom

to the top of the house to tell what is in the letter. If he does not answer promptly there is no letter for him the next week, so that he has grown eager to write. When he sends a very carefully written letter he receives many compliments from "Grand-daddy."

Christmas giving will have a deeper meaning if the child selects the cards and message for each one and if only able to write "Merry Christmas" or "With love" in straggling letters will feel the joy of taking part in the great festival of love.

Within a week after Christmas all the gifts from far away should have thanks sent for them unless they are too numerous. One cannot learn too early promptness in appreciation which will later save tears and dismay over things left undone.

Dearest Grandma,

Thank you a thousand times for the lovely Christmas dolly you asked Santa Claus to bring me. She is the sweetest dolly and I tell her how much I love you.

We had a happy Christmas and we all send you much love.

Your loving little girl,

Babbie Fuller

Dear Uncle William,

Thank you more than "tongue can tell" for that sled. It is a whizzer and I hope you will

*come this winter and let me take you flying
down hill. All the boys wish they had an uncle
like mine.*

We all send love and hope that you are well.

Faithfully your nephew,

Little Bill

Miss Dorothy Burden

accepts with much pleasure

Miss Catherine and Master Wallace Elford's

kind invitation for a dance

on Friday, October the thirtieth

at seven o'clock.

Miss Carolina King

requests the pleasure of

Mr. William Fuller's

company at her birthday party

on Monday, the third of June

at four o'clock.

Mr. William Fuller

accepts with much pleasure

Miss Carolina King's

kind invitation to her birthday party

on Monday, the third of June

at four o'clock.

There is always a doubt about mentioning that the entertainment is to celebrate a birthday as inclining toward a suggestion that one bring a

gift, but it is done so often that an example is given here.

If a child has destroyed anything, a few lines written in apology will make the desired impression.

"I am very sorry that I was careless and broke your pretty vase. I will truly try to be more careful."

If there has been rudeness to a teacher or older person a note of regret will cause more courtesy another time.

Dear Miss Greene,

I am very sorry I was rude to-day and hope you will excuse me. I will try to be more polite every day in every way,

Yours sincerely,

John Bolter, Jr.

CHAPTER XXII

THE GENTLEMAN

THERE is nothing more delightful than the well-groomed man whose manner shows consideration for everybody, whether high or low in the scale of living. The simple unaffected man wins his way but never as quickly as the one who has *manner*, which means an excellent way of speaking and doing things.

The title of gentleman has been so misused that its real significance is forgotten. It refers to a man who is gentle and courteous. One who takes "*Noblesse Oblige*" for his motto and feels obligated to express in every word and act the opportunities of good training, education and gentle living which he has enjoyed.

The man who treats all classes of women with consideration, makes friends of all the world and the small kindnesses of life pay very high dividends.

A gentleman never lounges in the presence of a lady and keeps his feet on the floor and does not extend them in an aisle of a train or car that passers-by brush his dusty shoes. The just criticism of foreigners on the American inability to keep the feet on the floor, was most noticeable at an affair in one of the largest cities where an Assistant Secretary of the Cabinet, a Rear-Ad-

miral of the Navy, the President of the Association and two college professors sat with their knees crossed on the platform. To an irreverent spectator they resembled the old fashioned minstrel row. It may be said that the college professors kept their feet on the floor more than the others.

It is an advantage for a gentleman to be so poised that he can stand quietly without supporting himself by some object. A well-poised body permits one to act quickly in an emergency.

A gentleman rises when a lady enters the room and does not seat himself while his hostess is standing. He seats a lady at the table, his hostess first, except in a restaurant, where the waiters usually perform that office.

He picks up a lady's fan, bag, or anything she drops, even the napkin at the table if convenient but calls the waiter's attention to silver and also to other articles if he desires. He assists her with her coat and offers to carry it or any packages and holds an umbrella over her in stormy weather but not a parasol unless strolling on the beach or lawn.

A gentleman allows a lady to enter a door first unless he wishes to open it for her and the etiquette of bowing, smoking, stairs and precedence in theater and restaurant will be found in the chapter Amid the Throng.

If a lady is a guest of the home in the evening, the gentleman takes her home. If her motor comes for her, he assists her down the steps, opens

the door and gives any directions to the chauffeur, lifting his hat as she drives away. If he assists her on to a public car, he lifts his hat as he leaves her.

A gentleman listens courteously to the remarks of his parents and older persons and never swears or uses rough language before a lady. If an over-emphatic exclamation escapes him, at once apologizes, saying "I am so sorry. I hope you will excuse me."

There is such a thing as too much emphasis on the small things so that the man who is forever jumping up from his chair, who helps a lady at each curbstone as if with an invalid, who performs the most simple act with an impressive devoted attitude, creates an uncanny impression and suggests that it is only a social veneer which does not exist for all women. In a section of the country where men are noted for their chivalrous attitude, the treatment of their wives as chattels in the home is most shocking.

A gentleman does not nudge anyone, exchange winks and amused glances, slap anyone on the back or laugh uproariously although always ready to enjoy the other fellow's joke. The boisterous one full of exuberant welcome, the gloomy, sour individual with a long list of woes or the over-sensitive chap with a chip on his shoulder never win social success.

There is much complaint about the neglect of the young man of to-day in answering invitations and

social notes, in not making duty calls after accepting hospitality, in lack of responsibility as a guest and of courtesy to elders and smoking at all times and places.

It is the lady's privilege to ask the gentleman to call but he may give her an opportunity by saying "I hope I may have the pleasure of seeing you again." The formal first call is made in the afternoon when he leaves his coat and rubbers in the hall but takes his hat, cane and gloves into the reception room. These he deposits as gracefully as possible on a nearby chair if asked to have tea.

He has either his club or residence address on his visiting card or may omit it but never uses the business address. He asks for "the ladies" when he calls even if desirous of only seeing the one of his dreams. He leaves three cards at most as that includes all the family.

If calling on a guest he asks for her hostess but when calling on a man need not inquire for the ladies at the door but asks about them later when talking to his friend.

The first call may be made on the day at home, but others in the evening or Sunday afternoon. It is quite correct nowadays to telephone to see if the lady will be at home, but the gentleman makes it a point not to stay too late. Ten or ten-thirty is quite late enough and the smaller the town the earlier the departure is a safe rule. If there are others the hour may be later but the gentleman who arrives first should be the first to

leave and not make the mistake of trying to "sit out" the other caller.

A call should be made on a hostess within ten days after receiving an invitation and cards left on a hostess when one was invited through a friend. The first recognition of the introduction should come from that hostess. One never invites a guest without her hostess unless for a motor ride in a small car and permission should be asked of the hostess. A gentleman calling with a lady, leaves immediately when she is ready, not expecting her to wait upon his pleasure.

A gentleman always rises when introduced and shakes hands with a man but only when the lady extends hers. Gloves are removed when shaking hands if the other person is without them. He never makes plans without consulting his host and hostess when a guest.

Cards of inquiry and telegrams of condolence and congratulation are always much appreciated. The bride is wished happiness but the groom congratulated.

In formal society a young man does not take a lady to a dance or the theater but it is quite correct in many places. If there is a chaperon he calls for her first unless she is with the young lady and takes the chaperon home after leaving the young lady. He should not expect to be asked into the house after ten o'clock at night when returning from some entertainment or a walk but in summer time may stay a little while on the porch.

At a social affair a gentleman assists the hostess in many small ways and after a week end visit may write a few lines of thanks and must after a longer visit surely do so.

Flowers are sent to a hostess when much hospitality has been received and one is unable to return it by invitations to the theater or some entertainment. They are sent to the débutante when she makes her first social bow, to the new mother, the convalescent friend and to the loved one.

The usual gifts to a lady are books, flowers, baskets of fruit and candy. If one wishes to give an expensive present a little diplomacy will reveal if it would be acceptable but no gentleman ever gives anything which might be considered wearing apparel. Anything which is an ornament such as a fur scarf, a beautiful handbag or a fan is quite correct.

To ask for a photograph one must be quite sure that she desires to give it and may not offer one although mentioning that some have just been taken.

A lady's letters should never be mentioned or shown even to the most intimate friends and a gentleman does not discuss ladies in public places such as his club nor bow to them from the windows of such a place. The wise young man does not dilate on the charms of another to any but an older woman who is interested in his career.

A gentleman never borrows money from a lady but if he finds himself without it, seeks the man-

agement of the place, explaining and may be able to cash a small check. Money borrowed from anyone should be returned as quickly as possible and if unable to do it personally, with a note of thanks.

Clothes are most important since they are the frame of the individual and when purchasing it is wise to consider the most important occasions for which they will be required.

CLOTHES

The man who passes much of his time in business and whose social life is informal, plans for business suits of rather conservative cut and two overcoats of different weight with the soft felt hat. Stiff hats of every form are going out with the stiff uncomfortable collar.

The "latest cuts" are never advisable for a man of limited means, but they are usually less expensive, so it is better to have two or three well-made suits than a constant succession of novelty clothes which quickly lose their shape.

Suits of quiet color and materials can be worn with a variation of color in ties, shirts, and socks, which render them less tiresome. Clothes, like shoes, require time to rest, wearing longer and retaining the shape if they are alternated. With brown, dull orange, blue or green, and brown socks and shoes are excellent, and with gray, green or blue with black shoes and socks, make a harmonious combination. Dark blue and black are friendly with any color. Bright socks and white ones are

most unbecoming and never good style. The handkerchief with a narrow border of color to match the tie is a good point.

With the brown overcoat, the tan or brown gloves and brown hat are correct, as the gray gloves, gray or black hat with the iron-gray overcoat. The herringbone coat gives good service but cannot be worn with evening clothes. The darker coats are quite possible if one cannot afford another coat.

The business suit may be worn at informal affairs but the demand for evening clothes is increasing and are the next to be considered. If the entertainments are usually informal the tuxedo is a wiser selection than the tailed coat, which is required only at large evening affairs, and in a box at the opera. It may be added later as the trousers only differ in a wider braid for full dress.

The tuxedo coat is held together by one button and is worn with the white or black waistcoat and a black silk bow tie. The tailed coat has satin-faced lapel or shawl collar and all evening clothes must be of plain material in black or midnight blue.

The tailed coat requires a white linen waistcoat, dress shirt with pearl studs, white lawn tie and white gloves. A boutonniere must be a single white flower, usually a carnation. It is advisable to have several lawn ties on hand, as they are most difficult to tie.

Evening clothes require black silk socks and

black shoes or patent leather pumps, and white handkerchief. The muffler should be white, or black-and-white, and an overcoat must be worn, even in summer time, with full dress. A black or midnight-blue overcoat, with a high silk hat, is correct, but a dark felt hat and overcoat may be worn.

If there are many formal afternoon affairs the cutaway is selected, with a white pique or plain black waistcoat and a black-and-white four-in-hand. Black shoes and socks and spats, if desired. The high silk hat is worn, and a cane carried. The frock coat is now worn more by the older generation.

White flannel trousers with blue serge coats and the bow tie with a white shirt, or the palm beach and pongee suits are worn in the summer to informal affairs, and even by the groom and best man at small weddings.

A gentleman wears very little jewelry, only that required for use, and then very simple and quiet. Inconspicuous watch chains or fobs and seal or flat rings with a precious uncut stone.

CHAPTER XXIII

BACHELOR HOSPITALITY

THERE is a particular charm about a bachelor's entertainments, perhaps because a little different from the usual everyday occurrence yet etiquette should rule to an even greater degree when ladies are invited.

A chaperon is always necessary and when the guests are young girls she must be an older woman and not merely a young married one. There may seem no harm in asking some girls and fellows for an informal "spread," or to have a young sister bring a girl friend for a cup of tea, but the host is placing his guests in a position to be criticized and no gentleman desires to be so thoughtless or inconsiderate.

"Stag" breakfasts on holidays and Sunday are highly enjoyable and justly popular affairs in which the guests often assist in preparing the food. If given at home neither the host's mother nor sisters appear to greet the guests even for a dinner party.

College men give delightful teas in their rooms and a studio tea is always most interesting. When an invitation is received for class day a formal answer must be sent promptly and addressed to the friend who was responsible for the invitation.

A studio tea is exactly like any other tea, with the same refreshments, and the tea may be served

by the chaperon after the guests arrive, by another friend or by an attendant, but not poured by a young girl unless she is the fiancée of the host.

The chaperon should be asked before the invitations are sent out, either in an informal note, by a personal call, or if intimate friends, by telephone.

Dear Mrs. Milton,

Will you be very charming to a lonely bachelor and chaperon a small affair at my studio on Thursday, March the seventh, from four to seven o'clock? There is to be some delightful music and some most interesting guests, and if you will only grace the affair my happiness will be quite complete.

Very sincerely yours,

Roger Dupont Horne

A bachelor does not issue an "at Home" card nor send visiting cards for a tea in his studio, but either writes informal notes or sends engraved cards requesting the pleasure of the company of —.

Mr. Roger Dupont Horne

requests the pleasure of

Mrs. Dane Smith's

company

*on Friday, March the seventh
from four until seven o'clock*

The Rumstead Building

Twenty-one Madison Avenue

Music

INFORMAL INVITATIONS

Dear Miss Audley,

Will you and your charming sister give me the pleasure of your company on Friday afternoon at four o'clock, March the seventh, when some friends are coming to tea?

There will be some music which I think you will both enjoy and also several interesting guests.

Sincerely yours,

Roger Dupont Horne

March the first,

Twenty-one Madison Avenue

My dear Mr. Horne,

My sister and I will be delighted to accept your kind invitation for Friday afternoon, March the seventh, at four o'clock.

Very sincerely yours,

Genevieve Audley

A lady never sends her card to a bachelor when unable to accept but sends the formal regret or informal note according to the style of the invitation. She does not leave her card when present, as when invited by a hostess.

After the tea the host should express his appreciation for her kindness by calling on the chaperon and thanking her.

Bachelor dinners vary little from other dinners except that he owes special deference and atten-

tion to the chaperon, who usually occupies the seat of honor. If the dinner is given for some lady she takes the seat at the right hand and the chaperon may sit at the left or at the opposite end. The host also sees that the chaperon reaches home safely.

A bachelor who gives a theater party must ask some married woman friend to act as chaperon. It is a compliment to be selected for this charming part and the request should be graciously accepted or declined with a most valid excuse. In making the request the names of the guests should always be given to avoid what might be an unfortunate meeting.

Dear Mrs. Van Ness,

Will you come and play guardian angel for some charming young friends of mine, Miss Lucille and Margot Tennant, on Monday evening, December the thirteenth, as I have been able to secure seats for Rosemary and Rue which is having such a success. Then afterwards we will go to the Ritz for supper and hear the best music in town.

May I call for you at a quarter before eight on that evening if you will honor me with your presence?

Very sincerely yours,

Edward Demming

Dear Edward,

It will be a delightful pleasure to cast a sheltering wing over your charming young friends on Monday, December the thirteenth, for the theater and afterwards for supper.

I am very keen to see that play and you offer an enchanting evening.

Cordially yours,

Marie Van Ness

Dear Edward,

My regret is all the keener when you offer me the double delight of meeting your charming young friends and seeing the success of the season, but I am just convalescing from an attack of the nasty influenza and I am forbidden late hours and allowed only the simplest pleasures for some time.

Thank you so much for thinking of me and do cheer some of my idle hours by telling me all about the joys of the evening.

Very cordially yours,

Date

Marie Van Ness

Address

Dear Miss Tennant,

Will you and your pretty sister give me the pleasure of seeing you enjoy the new success, Rosemary and Rue, at the Park Theater on Monday, December the thirteenth? Mrs. Van Ness has promised to act as guardian angel

and chaperon us beautifully and I know that you will find mutual pleasure in meeting.

If agreeable I will call for you with Mrs. Van Ness at eight o'clock, and after the play we will have supper at the Ritz.

Sincerely yours,

Date

Edward Demming

Address

Dear Mr. Demming,

My sister and I will be delighted to accept your charming invitation for the play and supper afterwards, and also to meet your lovely friend Mrs. Van Ness.

We will be quite ready at eight and think it most kind of you to plan so much pleasure for us.

Very sincerely yours,

Date

Lucille Tennant

Address

The invitation may also be for dinner before the play at some restaurant and the hour and entrance should be very carefully mentioned and also the name of the play. While redundancy is not desirable in an invitation it is still advisable to give all the details of the evening's plan since otherwise those invited might arrange to go on to another affair later in the evening.

As he is responsible for the safe arrival of the ladies after the theater or supper, a motor bus or car may be engaged to take the ladies and

chaperon home or he may ask some of the men in the party to assist him.

A house party given by a bachelor follows the lines of any other except the necessity for a chaperon and that he must welcome his guests on their arrival at his home if he did not meet them at the station.

CHAPTER XXIV

CLUB ETIQUETTE

WHILE in the large cities the club life is waning, it is growing in the country clubs, with their greater informality and more sociable ways.

There was a time when a man sought to belong to many clubs, but in these days of country and suburban homes and enthusiastic love of sports, one city club and several country clubs fill all his needs.

The women, however, are going in for clubs more than ever, but aside from the City Club each has a reason for its existence and its interests are devoted to politics, drama, or the three arts in some form.

One is usually asked to join a club and it requires tact to escape a membership when there is a drive for members. One may give the excuse that one's time is too fully engaged to benefit by the club, although the value of being a member is greatly appreciated.

If one wishes to become a member of a club to which many friends belong, it may be casually mentioned to a friend but never to a mere acquaintance. One is responsible to some degree for anyone suggested for membership.

Should anyone desire to be a member, whom one would not care to sponsor, the usual excuse

is that the membership is full or one has just asked to have some friends admitted. Much tact is required in this position as no member wishes to make an enemy for his club or for himself.

When anyone is proposed for a club, two members who suggested the name, as soon as it is posted, write letters sponsoring the individual, telling something of his achievements, mentioning any college or other degrees received, in fact, anything that will redound to his credit. If the proposers are very anxious to have the member admitted and fear opposition they ask other members to write letters endorsing the friend.

Country clubs are much easier to enter than some of the older clubs and often extend season privileges to families who only come to the country for the summer.

Club life plays a very important part these days and it is necessary to reply to all club letters as with other social affairs, using the third person when the announcement is couched in those terms, and the informal first person when required. In answer to a formally engraved notice of membership the reply is as follows, unless some deviation in the announcement should be mentioned.

*Mrs. John Stanwood
accepts with pleasure
the honor conferred by the
Committee on Elections*

*to become a member of the
Pen and Brush Club
and begs to thank them for
the courtesy offered.*

If the answer required is in the first person some formality should be retained, and the note addressed to the person mentioned in the invitation.

*Mrs. Louis Montague
Ten Park Avenue
New York City*

Dear Madam,

*With much pleasure I accept the invitation
to become a member of the Pen and Brush
Club.*

*Kindly extend to the Committee on Elec-
tions my appreciative thanks for the honor
conferred.*

*Very truly yours,
Henriette Stanwood*

A resignation from a club is really an official notice and may be very concise and in either the formal third or first person.

ETIQUETTE

*Mrs. John Stanwood
begs to extend
Board of Directors of the
Pen and Brush Club
her resignation as a member
to take place from the
date of writing.*

Date

However, if the relations with the club have been very friendly and it is a small affair, one may write to the secretary, tendering the resignation and giving some reason, such as residence in another town, too many demands for one to be able to attend to club duties, or leaving town for an indefinite period.

*Mrs. Louise Montague, Secretary
Pen and Brush Club
New York City*

My dear Mrs. Montague,

After June the first I find that I shall be unable to retain my membership in the Pen and Brush Club as I am going on an extended tour in the far East.

I shall carry with me very many pleasant memories of my connection with the club, and regret to leave its membership.

Very truly yours,

Date

Henriette Stanwood

Making a complaint about anything at the club is not a pleasure but none the less remains a duty, and the letter should be addressed to the secretary.

*Mrs. Louis Montague, Secretary
The Pen and Brush Club
New York City*

My dear Mrs. Montague,

It is with much regret that I make any complaint, but I feel that it is only due the club as a member to call your attention to the constant discourtesy shown visiting guests by the maid in attendance at the coat room.

This has been brought to my attention more than once or I should hesitate to comment on one occasion.

Yours very truly,

Henriette Stanwood

Aside from the advantages of a meeting place for friends, the club offers an opportunity to entertain guests without inviting them to the fireside. It also permits the extension of courtesy to out-of-town friends and to those who come with a letter of introduction.

Anyone extending club privileges to another is responsible for the guest financially as well as socially, although the guest is expected to pay any expenses incurred.

After receiving a card giving the privileges of the club, the guest should write a brief note of thanks to the one who extended that courtesy and learn something of the club regulations from the secretary.

If there are vacancies in a resident club the guest may occupy a room for a number of days. While using the reception rooms and restaurants the stranger does not speak first to any member but they may speak to him.

The guest should ask the secretary to keep all charges separate from those of his friend and pay them without fail before leaving. No criticism of the club should be uttered and the attitude be that of a guest in the home of a friend.

If occasion should arise that one must speak before the members of the club, after being introduced, one turns to the president and bows, saying, "Mr." or "Madam" President. Then bows to those assembled and says, "and fellow members." If not a member one simply says, "and members of the Sports Club."

Club members as well as guests should behave with a certain amount of decorum as well as courtesy when within the club walls. One may have a jolly good time in the open air or among a circle of friends without making an unpleasant spectacle of oneself. Consideration for other members, respect for oneself, and appreciation of the kindness of friends are the keynote of club etiquette.

CHAPTER XXV

BUSINESS ETIQUETTE

THE value of courtesy in the business world is more appreciated with each passing moment, only it is called "service."

The success of the small expensive establishments shows that courteous treatment combined with a personal interest in the client's problem is worth the extra charge.

The courteous employer sets the example for his employees with a pleasant "Good morning" to the elevator operator, doorman, office boy, and all he meets on his way to his office. He removes or lifts his hat when there are ladies in the elevator, removes his cigar from his mouth when he speaks, does not smoke in the elevators or when talking to a woman client. If the discussion is a long one in his private office, he may ask permission to smoke.

If a client enters his office he removes his hat if still wearing it, and indicates a chair, shows an interest in the matter, and does not manicure his nails, drum on the desk or look out of the window. If in warm weather he is sitting without his coat and of course that means also without

his vest, and a lady wishes to see him, he puts on his coat.

If he finds it necessary to reprimand an employee he does it like a gentleman and not a brute. The time has come when the disagreeable business man cannot treat his employees, especially the women, as he would dare not to treat those of his own class. He gains nothing by it and loses much and the age of slavery has passed. The employer who expresses appreciation for any extra time, care or work done, and who praises heartily an excellent piece of work, has employees who will do anything for him in an emergency.

If he must put his feet on his desk, he takes them down when talking with any employee and strives to give his orders clearly and allow time for them to be understood. It is quite true that the attitude of the employer is betrayed by that of the employees, even the office boy, so that one who is brutal and brusque will find his clients receiving the same treatment.

When a new employee is introduced to him he bows and makes some pleasant remark, looking directly and kindly at the man. If a woman, he rises and may also shake hands and express the wish that she will like her work, to which she replies, "Thank you." The one who introduces her says, "Mr. Busyman, this is Miss Worker, who will take your dictation."

Courtesy from an unkempt individual is like an unpolished stone so that attention to the refine-

ments of dress and toilette are a vital necessity for success. It is not easy to remain immaculate in a dusty office but it can be achieved and there are small manicuring sets and toilette articles within the reach of all. Quiet appropriate clothes go with quiet pleasant manners and a perfect poise.

There should never be quarreling between customers for it creates an unpleasant impression which prevents the observer from returning. Any explanation or reprimand should be reserved until later, if possible.

The employees should strive to be as courteous to each other as to the employer or customers, should have the interests of the business at heart without an eye on the clock and show a willingness to delay the lunch hour when necessary. They strive to move quietly, to keep their desks in order and attend strictly to business while in the office.

With the constant use of the telephone, etiquette has followed to smooth the way and "the voice with the smile" wins customers and frequently makes friends. When calling a firm whose operator answers "This is E. T. Quette & Company," one says, "This is Mr. Manners asking for Mr. Ballaway." This saves time at both ends of the line. A low clear voice into which is put some volume of sound is more clearly heard than the high-pitched one, even when shouting, and vastly more comfortable for sensitive ears. The conver-

sation should be as brief and definite as possible and the "Good-by" said with a pleasant inflection to relieve any abruptness in it. In business sections the line should never be used for chatting and one is quite justified when the call is important in asking the operator to cut in on a line when one has overheard continuous gossip. It is a mistake to be too rough with the operator, however natural, as she may unkindly switch you suddenly on to the party you want.

The busy man usually has an individual who meets the caller to inquire their business and if the person they wish to see is too busy, he will ask someone else to see them. Approaching the visitor he explains: "Mr. Manners is in conference just now. Can I be of any assistance? I am his secretary." If the business proves of sufficient importance it is reported, and the visitor admitted or the secretary returns, saying, "I am sorry, but Mr. Manners is still in conference, but when he is free I will lay the matter before him and you will hear from him."

Any visit to an office should be as brief and businesslike as possible. Nearly all offices have some arrangement by which the secretary is summoned, who appears to remind him of an appointment. Sometimes the limit of time is given before the visitor is admitted.

Suaveness is one of the most necessary qualities for a secretary so that the callers leave with the

sense of having a few moments' talk, which was only curtailed by other pressing matters. The girl at the telephone can also do much with a charming voice and personality and a gift for remembering names and faces and is on her way for a higher position.

The woman who regards her employer as a possible husband makes the greatest possible mistake. He enjoys talking of his business to one who understands it, but the moment sentimentality appears his interest disappears and advancement will be deferred. It is dishonorable to mention anything that occurs in the office outside, even of seeming slight importance. His competitors are interested in everything and even a passing remark may go directly to them.

There is also a business etiquette in the home and overtime should be paid for and praise given for excellent work. Orders should be clearly given verbally, over the telephone or in writing. All necessary details should be carefully thought out and the address clearly understood. The latter is most essential in shopping, as many orders are missent through lack of correct address.

In writing to a firm, the address is given below and followed by "Dear Sirs:—" or by "Gentlemen:—." The name is signed as "Mrs. Mark Smith" or as "Miss Mary Smith." The writer's address and the date are placed in the upper right-hand of the sheet.

Messrs. Stone & Co., August 6, 1923.
660 Fifth Avenue, 5 Oak Lane,
New York City, N. Y. New Rochelle, N. Y.

Dear Sirs:—

Please send on your next delivery the following articles:

- 2 cans of Demott's peaches*
- 2 cans of Demott's mixed fruits*
- 3 cans of Smooth's tomato soup*
- 10 pounds of granulated sugar*
- 3 choice grapefruits*

Yours truly,

Mrs. Mark Smith

Business introductions will be found in the chapter on Introductions.

CHAPTER XXVI

HOSTS AND GUESTS

HOSPITALITY is far more than opening one's doors to guests and providing them with entertainment and refreshments. It is that warm, cordial welcome and the personal interest in their pleasure which make the enjoyment of the guest most delightful.

THE HOST

The host has an important part to play in adding to the happiness of those within his home and can do many little thoughtful things which the hostess who has the details to supervise and guests to receive is unable to do.

It is his thoughtful endeavors to see that everyone has all that is needful for their comfort and enjoyment, that none are neglected or feeling out of the picture, that sets an excellent example to his sons.

He attends to the selection and ordering of wines and various beverages, of cigars and cigarettes, of cards and the paraphernalia of games and the condition of the grounds and tennis courts. He engages the men servants and orders the motors to meet guests and take them to their destination.

He never makes his wife and her guests await his pleasure in sending the motor for them, but

if necessary takes a taxi, releasing the car for them.

He receives with his wife at a wedding reception or breakfast, at a formal garden party and at evening affairs, but soon leaves her to mingle among the guests. He moves about the rooms or grounds, talking to lonely individuals, introducing young men and women, sees that the servants attend to the quiet, elderly guests and takes out the most distinguished guest to dinner or supper.

If the refreshments are served buffet he takes out any number of guests at various times and sees that a servant or a young man guest cares for them. The host may requisition any young man to act as his deputy in social matters at any time.

If the affair is given out of the home he sees that all the guests are safely on their way home and attends to ordering the motor bus for any large affairs. He buys the tickets for the theater or other things or has his valet or secretary attend to it for him.

When there are women guests he sees that their baggage is checked and their tickets purchased when leaving on the same train, or may attend to it personally if he has no man servant. If he leaves on an earlier train the tickets and checks may be left at the ticket office.

It is courteous for him to offer any pleasure to the guest of his wife and quite correct for him to take her out for a motor ride or in his sailboat if his wife does not care to go.

He does not ask any lady to his home without the permission of his wife, who must either call, write, or if the time is very short, telephone to the prospective guest.

A widower does not ask ladies to his apartment or home without a chaperon unless an aunt or sister is living with him. If his young daughter asks friends to tea he may appear but it is not considered as an invitation from him.

The host never makes any lady conspicuous by his attentions to her in his home or elsewhere, thus putting his wife in an unpleasant position.

He is agreeable to his wife's friends even if he wishes them in Jericho, and does not argue or dispute disagreeably with her before them. The host worthy of that title treats everyone within his doors with such urbanity of manner as to cause them to feel that their presence is most desirable and their personality most charming.

He never overrules nor talks down the arguments of the young men calling on his daughter, and realizes that no matter how interesting he may be, he cannot compete with the charms of his little girl, so quickly dissolves from view after a short congenial chat.

A wise father invites to his home the type of young men he wishes his daughters to know and while disinclined to have her marry, cleverly provides the best rather than have her meet Tom, Dick and Harry, elsewhere.

THE HOSTESS

The host and guests do much to make any affair a success, but the greater part lies with the hostess. She is the one who plans for the enjoyment of her guests, not selecting what she most enjoys and sees that not only every detail is well carried out but that each guest is cordially received and provided with entertainment.

The cordial greeting which makes the guests feel that the hostess is delighted to greet them is the opening keynote of the affair and after that the personal interest displayed by her. The sympathetic interest displayed in their affairs when there is a free moment, the introduction, when necessary, of the stranger or the shy guest, the seating of congenial persons together at luncheons and dinners, as well as the inviting of congenial ones for small informal affairs, mark her as a woman of tact, discretion and distinction.

Her invitations are eagerly sought for even if she entertains in only the most simple manner, and she finds the finest and the best of friends in the circle about her.

All this means an immense amount of tact, elimination of self and much thought for well-executed plans. Her poise must be marvelous, so that a mishap in the kitchen, nursery or drawing room will not ruffle her in the slightest degree. Even if her house burns down in the midst of an

entertainment her first thought will be of providing shelter for her guests.

With all her generosity of heart for giving pleasure to others the perfect hostess limits herself to what can be done in a perfect manner and does not attempt entertainments on a scale beyond her. She seeks those things which can be done easily and therefore graciously.

She invites to give pleasure rather than to pay off social debts and never invites solely with the idea of enhancing her social prestige. The simple guest of small purse is treated as genially as the wealthy friend of the fashionable world.

Any guest under her roof-tree is secure from criticism and gossip, which she immediately stops, defending the absent with a few well-chosen words and turning the conversation to general topics. She never scolds her guests for tardiness or any remissness, even if a relative. If sufficiently serious an occurrence she simply does not invite the culprit again.

If she sees a guest in an unpleasant situation she immediately rescues her or sends her husband or some friend in her place. She sees everything, hears everything and repeats nothing, even to her dearest and best.

She sends out her invitations early and always accedes gracefully to any request to bring a friend unless it interferes with the arrangements of her table. She welcomes the friend as cordially as the

one who brings her and shows any hospitality possible to the guests of her friends.

She exacts respect from her children and servants for any house guest, however long and tiresome the visit may be, and is pleasant and agreeable under all circumstances. She never seems worried or flurried or allows the guests to feel that they are causing extra work or trouble, but that it is a joy to have them with her.

She finds out the likes and dislikes of her guests and endeavors to give them what is most pleasing. She impresses her children with the sense of responsibility for any guest and that no courtesy is too small to offer.

No wonder she has a power which she can yield on occasions when necessary, and it is unfortunate that more women do not realize the influence they possess. Many a successful hostess has helped along the path of life less fortunate girls and boys by giving them a glimpse into a finer and more worth-while life than that of studios and cabarets.

THE GUEST

The ideal guest strives to act according to the wishes of her hostess, not only those expressed but the unspoken ones.

If the atmosphere of the home expresses dignity she follows this in actions, conversation and dress. If a gay worldly one, there is more freedom of

manner but theories, and hobbies must be left at home as out of place. Only that lovely spot where one is loved for oneself and at perfect liberty to express individuality may the guest drop the armor of convention.

A charming courtesy toward other guests no matter how disagreeable or uncongenial, is a first requirement and any small service that can be rendered the hostess, a second. The guest who talks to dull bores, livens up others, chats with the elderly, dances with the hobbledehoy and even plays nurse for a few moments, is ever in demand.

The guest uses discretion in these efforts to assist and does not spring forward nor suggest better ways and never waits like a hungry dog for a bone, to do a kindness, but is ever ready to drop personal affairs to be of use.

That charming gentleman of gentle wit, Oliver Wendell Holmes, said to his hostess, "Make use of me in any way I can help you most." And this is an excellent thing to remember to-day. In a social circle where all are friends there is less opportunity to do the little thoughtful things, but at large affairs many a man endears himself to his hostess by dancing with the shy girl, introducing the strangers to his friends, and taking out the elderly ladies to supper.

As a guest he treats the home of his host with more care than his own and does not scatter ashes indiscriminately nor leave lighted cigarettes

where they may mar the woodwork or furniture. He does not argue loudly, play for high stakes, grumble or sulk, but behaves like a gentleman at all times.

No guest criticizes anything in the home or any of the guests and if anything unpleasant occurs, neither refers to it nor mentions it outside.

No house guest ever accepts an invitation to any affairs without asking permission of the hostess, who should always be included in the invitation except when only two may participate, such as a ride in a small car or riding on horses. A guest also does not ask anyone to call or invite them to any affair at the house of her hostess without first asking her. There may be a very good reason why the person was not invited.

A guest should always express pleasure for any invitation or any kindness shown and be ever prompt to write a little note of thanks. A young man may often send flowers to show his appreciation, and suggestions on this matter will be found in the chapter on The Gentleman.

CHAPTER XXVII

THE HOME

THE home is more than a dwelling place and should be the one spot on earth to which one ever turns with a sigh of appreciation for its loving cheer, its peace and quiet, its order and comfort.

No amount of luxurious appointments can create a home atmosphere and the house which is a museum of period furniture and draperies lacks that infinite charm which expresses the personality of those who live within its walls. For it to be the ideal home one must be able to *live* in harmony and comfort within its walls, not only to exist in it, or use it simply as a lodging.

Order is of course of the first importance, but the neat, conscientious housewife may over do it until, as a husband complained, "she is so neat she even picks up my remarks!"

Many magazines and recent books in convenient places, a generous array of ash-trays and matches within easy reach, and fresh flowers in the summer, with the gayly decorative ones for winter, lend an atmosphere of charm.

The lighting effects also add so much charm and pleasure with their softly shaded glow on the desk or table or from the standing lamp. The shades should harmonize with the type of the fixtures as with the furnishings and also in size, a large shade

requiring a substantial base and a delicate fixture a dainty shade. Pale blue and light greens give a pleasant reading light, but the rose and golden shades are far more becoming.

The simple home in good taste and harmony with an unworried atmosphere is far more to be desired than one with every new convenience and beauty which cannot be appreciated when the dwellers therein are harried by pressing debts. Far better to add gradually new and lovely things one by one, selecting those in harmony with present furnishings yet of such excellent design and workmanship that they will always be a joy and later harmonize with more expensive fittings.

Many families with small children prefer to delay extensive refitting until the children are older, rather than to continue the exasperating "Don't" and "Do be careful!" The money that would be expended is laid aside so that there is a goodly sum when the time arrives to modernize the rooms for young people who have now reached the age of discretion and wish to entertain their friends.

A little vigorous weeding of ornaments and furniture not necessary or past its heyday of usefulness or beauty will give a more restful appearance. Our homes are cluttered too often with mementoes of the past which can be removed to more intimate corners of the house than the rooms where one's friends are received. The day has gone when every spot was occupied with a charm-

ing piece of bric-à-brac and one or two handsome vases or ornaments replace them.

If the members of the family are made to feel that the home is theirs as much as the housewife's, there will be a keener interest in helping to retain order and system. Nearly all the children can find something which will help the mother; there are flowers to arrange; shopping and commissions to execute; salads and dessert to make by the older ones; with messages and errands, and keeping their things in order and in place for the youngsters.

Meals served on time to a family who are on time does much to systematize the home. Any member who will be late or cannot be present at a meal or who wishes to bring a guest, should make a point of telephoning as early as possible.

Courtesy to the servants, a pleasant good morning and good night to them in the small household, with many a "Thank you" and a courteous form of request in clearly given orders, make a congenial atmosphere. The conversation around the table or in the evening should not descend to the trials of housekeeping or trifling gossip of neighbors. That horrid word "bills," or trouble, such as "Tommy needs a whipping," should never be mentioned before or during a meal, as it proves a sure disturber of digestion. To be frank it is often difficult to find a propitious moment to mention these unpleasant things.

Every guest to the home should be welcomed,

however youthful; and if not desirable, the one who was responsible for the invitation may have the reason explained later. Any guest in the home must be treated courteously while there.

The upstairs sitting room solves many problems when the children are in the junior period, and they may either enjoy themselves there or the parents retreat to the quiet and peace of the upper floor.

Children who enjoy their home and the freedom of asking their friends are those who stay at home and are guarded and protected from contact with evil, which they are too inexperienced to meet and discern the true from the false.

The man who returns home from a hard day of stressful business to affectionate greetings, a delicious meal well served, and sees the bright, happy faces of his children, is little likely to be lured into the primrose path of uncertain and doubtful romance. If he strays a bit, he will soon weary of it and return to "home."

"Everyone found the little house a cheerful place, full of happiness, content and family love. 'It is always so quiet and pleasant here; it does me good,' said gay Sally Moffat."

SECRETARIES

One of the blessings of modern life is the most welcome and efficient assistance of private and social secretaries. Their worldly knowledge, charming personality and infinite tact relieve their

employers of all the details of plans and execution.

They make appointments and remind them of the hours and dates, attend to all details of traveling, purchasing tickets, checking baggage, making reservations on trains and at hotels. They often take charge of opening and closing town and country houses, engage and pay the servants and audit the accounts. If there is a large staff of servants they give orders for the details connected with their duties and are responsible for their proper execution.

Secretaries have at their finger tips all the correct forms for social correspondence and the social nuances which are so important in the social world.

The social secretary is often a companion to her employer, and may act as a chaperon to the daughters. She must possess unlimited tact, social knowledge and graceful manners. She writes an excellent hand and knows how to meet people and smooth over difficulties. When the family travels she usually goes with them and enjoys many advantages, although if she is a resident one has little time for herself. There are also visiting secretaries who come at stated intervals to audit accounts and attend to the mass of social correspondence.

Of course, positions vary according to the employers and their interests, and the secretaries should be treated with the utmost courtesy and consideration.

My dear Mrs. Carroll,

In Miss Martha Sprague, who has been my social secretary for three years, you will find a treasure and one I would not relinquish, but our plans carry us to South America for many months.

Miss Sprague has an unusual amount of information at her finger tips and also an unlimited amount of tact and discretion, and is more valuable than I can express.

Very cordially yours,

Dorothy Ronalds

Date

DOMESTIC SERVICE

A friend within the home best describes the competent, willing servant who has the family interests at heart, and such a treasure deserves much consideration and expression of appreciation for the faithful service.

Of course, one does not gossip with the domestics or confide family troubles to them, although one may explain the cause for an irritable disposition or the peculiarities of a crotchety aunt in a few well-chosen words. A sincere interest is taken in their problems, and their hours of freedom regarded as essentially belonging to them.

If in an emergency, these hours are curtailed; or if they have worked long hours without rest, they may be given an extra afternoon or a present of money, for their time of freedom is as important

for their well-being as the relaxation of amusement for the mistress.

Whenever possible the servants are given a two weeks' or a month vacation, with full wages, while the owners are away. Some give all summer with half wages and they are permitted to seek other employment with the understanding that they return in the autumn. However, it is often wiser not to pay them fully until their return, for there are maids and maids!

A clear understanding of the duties of each servant and their human limitations do much to ensure the smoothly running domestic machinery. A well-equipped house, with all the modern appliances intelligently explained, will do much to increase expert service.

It is most unkind to correct a servant while waiting on the table or before guests or members of the family, especially before the children. It only tends to confuse her and cause the children to treat her disrespectfully, and children as well as older persons should treat everyone in their employ with respect.

In the small house with one maid the cooking cannot be excellent with constant interruptions, but the wise housekeeper, by some thought and planning, can attend to many things herself, and benefit all the more by the services of a maid whose mind is on her work.

Many a willing maid is untrained; and she may be more easily taught if shown that training en-

hances her value and standing in the community. As she improves her wages should be increased, with the understanding that she has made herself more valuable.

When answering a question or a bell she says "Yes, sir," "No, Madam," "Did you ring, Madam?" or "Did you call, Mrs. Talbott?" To the younger members of the family she uses always the prefix "Miss" and "Mr." and with the juniors adds the first name, as "Miss Grace," "Mr. Henry," and to the smallest "Miss Dolly" and "Master Tom."

In addressing the maid the first name is used when there are only one or two servants, otherwise the last name without prefix, as "Hawkins" or "Macgregor."

Servants always knock before entering a library or drawing room, but enter without waiting for a response as they would do at an upstairs room.

When the maid answers the doorbell she is quiet and neat, carrying a tray in her hand to receive cards. If no orders have been given and the inquirer is evidently a caller, she says "Will you come in, Madam, and I will see if Mrs. Talbott is receiving?" Then shows the caller into the drawing room and seeks her mistress.

If her mistress is unable to see the caller, the maid returns and says "I am very sorry, but Mrs. Talbott is not able to see anyone to-day and asked me to make her excuses to you." She then leads the way to the door, which she holds open until the

guest has reached the pavement. The door should never be closed in the face of any guest.

If her mistress is out or has left instructions that she is not receiving, the maid says "Mrs. Talbott is not at home." Should the caller desire to write a message she is asked into the hall or the drawing room and supplied with a pad and pencil. If she wishes to leave a verbal message the maid listens attentively that she may repeat it clearly.

If she has any doubts about the call being a personal one, she asks very courteously "May I inquire why you wish to see Mrs. Talbott?" and uses her judgment in speaking to her mistress. While one never leaves a social caller on the doorstep, it is not advisable to admit strangers into the house.

In answering the telephone she says, "This is Mr. Talbott's residence. Who is speaking?" and when someone is asked for, may say, "I will see if Mrs. Talbott is in." If she knows that her mistress would wish to talk to the person calling, she says, "Yes, Mrs. Green, I will tell Mrs. Talbott that you are at the telephone." If not at home, she may ask, "Do you wish to leave a message?" and after writing it down carefully on the pad provided for them, adds "Thank you." If a telephone number is given indistinctly she says, "May I ask you to repeat the number?"

When there are two servants, such as the general houseworker and the nurse, or a housemaid

and a cook, they alternate their days out and also in the evening so that there is always one in the house. Where the maids are very good friends they may have their day together and the family make other plans. They should also be allowed to receive guests and the kitchen made attractive, perhaps an alcove at one side or another room with a table and some comfortable chairs. The maids who enjoy the pleasures of a home, even if limited, will be more content and less likely to be snapped up by other housekeepers.

The maids wear during the morning hours washable dresses with white collars and aprons and sometimes caps, and in the afternoon plain black dresses and smaller aprons of finer materials. When two maids are to appear together, the caps and aprons should be alike.

THE COOK

The cook is a very important individual and a good one far beyond her price in rubies. Her task of preparing everything to suit the individual tastes of the family and serving each meal with its piping hot or icy cold foods on time requires the skill of an engineer or a general on a battlefield.

When there are several servants the cook may do the marketing and plan the menu, which is submitted to the mistress for suggestions. When the family is large she often has an assistant known

as the kitchen maid, and sometimes two, who prepare all the food under her direction and do all the dishes and cleaning.

THE NURSE

The nurse is as important as the cook and often takes on great dignity and requires much service from the others. She is queen of the nursery, and the children should be taught to love and respect her. If she cannot command these, it is wiser to make a change. Only a person with nice, quiet manners and excellent ideas should be allowed to care for small children, and it is important that her speech should be at least grammatical. Of course, if the choice lies between an angel with a brogue and loving heart and tender hands and a well-trained nurse with austere manners, the first should be selected—but the mother must then give more time and attention to their manners and speech.

When there is not a resident nurse, many mothers find that a high-school or college girl who will help afternoons a very valuable person in teaching the little ones, and she obtains some freedom for other things.

THE LADY'S MAID AND OTHERS

The lady's maid has full charge of the clothes of her mistress and must see that every item of a costume is in perfect condition. She mends, cleans

and presses the articles and sees that those requiring expert attention are sent away and returned promptly.

She draws the bath, brushes and does her mistress's hair, lays out the costume and all the accessories required, including shoes and stockings and the smallest details.

When there is a *débutante* daughter there is often a second maid engaged, as one is required to attend the *débutante* in the evening. She therefore is allowed to sleep late in the morning. Sometimes a seamstress is employed to assist her during the season.

Experienced ladies' maids may be engaged by the week for evening service and also repair damaged frocks and freshen up soiled slippers and other accessories.

The lady's maid wears a black skirt and white laundried waist with a small apron in the mornings and a plain black dress or the black taffeta one used for traveling after noon. Her hat and coat must be black and very simple.

The parlor-maid attends to the drawing rooms and library and washes dishes. She assists the butler in serving and answering the door and the telephone if there is not a footman. If there are a number of menservants she may aid the housemaids.

The housemaid cares for all the upstairs, and in a small house where there are no menservants may assist the downstairs maids. The division of work

should be well understood when engaging a servant, as it varies according to the number of servants employed.

A housekeeper takes full charge of the establishment or coöperates with the butler. She is responsible for all the linens, the service and the expenditures connected with her department. She may be a very charming woman and act as companion to her mistress and children, but in a large establishment she has more than enough without the social side.

The butler, valet, chauffeur, gardener and any other menservants are usually engaged by the head of the house, although the butler may take full charge and engage them. The mistress selects the women servants or leaves it to her housekeeper.

Sometimes the head of the family objects to menservants, so there are only women employed; but a butler, when one arrives at the state of having three servants or more, is most useful and well worth while, lending a certain dignity to the establishment. He is often the steward, housekeeper, and valet. An experienced butler is invaluable for those doing their first formal entertaining.

THE BUTLER

If there is a housekeeper, the butler takes charge of the reception floor, plans the menus and orders the floral decorations for entertainments. He se-

lects the table appointments for each meal and sees that the required dishes are sent to the cook. He carves in the pantry and instructs the maid or footman in the serving. If without the assistance of a maid or footman he cleans the silver and sees that all is in order on his floor, attends the telephone and the door and serves the meals.

He announces the meals, saying "Madam, luncheon is served." He also announces the guests at the entrance to the drawing room for all formal affairs.

In the morning he wears a dark sack suit, but changes at luncheon into black trousers with gray stripes, a double-breasted high-cut vest and swallowtail coat. In the evening he wears dress clothes, but without satin revers or braid.

The footmen are really assistants to the butler and always wear livery when they appear. They answer the door and telephone and do all the cleaning under the butler's supervision. They also accompany their mistress when she goes out in her motor, if she desires it, and then must wear outer garments which correspond with those of the chauffeur.

THE VALET

The valet does the same service for the head of the family that the lady's maid does for her mistress. He cares for his clothes, perhaps shaves

him and lays out his clothes and draws the bath. He does errands, orders things from the tailor and haberdasher, takes and sends telegrams and telephone messages, reminds him of social and often of business engagements. Buys theater and railroad tickets and attends to baggage.

He valets for visiting guests, unpacking their bags and laying out their clothes. If he is asked to assist at the table he wears the livery of a footman, but otherwise he wears a dark sack suit with a black tie.

THE CHAUFFEUR

The chauffeur, pronounced with a long last syllable which sounds like fur, has full charge of the motors, which must be ready at any moment with everything inside and out in perfect condition.

He stands attendance at the door of the motor when madam appears, arranges the robes for her and assists elderly ladies to enter. He waits for her orders, and receiving them, touches his cap and may add "Very well, Madam," to show that he understood. If he does not hear clearly, he says, "Excuse me, Madam, but I do not understand," or "I did not hear the address distinctly."

When she leaves the car he remains at the wheel to take the motor where it is permitted to wait, remaining alert for the signal of the doorman or her appearance. When making visits he rings the bell for her and leaves cards. If the family is

at home he returns to open the door for her and waits until she enters the house.

When friends have the use of her motor, he pays the same respectful attention to them that any self-respecting servant shows his mistress. He is responsible for the car, and when children ride in it, he should see that they behave in an orderly manner. The wise mother tells her children that the chauffeur is in charge and that they must obey his orders.

He does errands, sends telegrams and delivers messages and often does personal service for the men of the house. If in the country he often takes the maids to church and makes himself as useful as possible without neglecting his duties, which require much time. When there are several motors he is often given the use of one of the smaller ones when not on duty.

When touring it should be so arranged that the chauffeur has proper rest from driving the car, and, as he does not eat with the family or other servants, special arrangements must be made for him. The wisest plan is to give him extra money and allow him to find his own lodging and food.

He is provided with his livery, which is plain, useful and in winter sufficiently warm. His cap, with the stiff vizor, matches his clothes in summer and his overcoat or livery beneath in the winter, and his gloves should be dark.

When there is a footman he wears the same liv-

ery as the chauffeur and waits on his mistress while the chauffeur remains at the wheel.

When there is an entertainment at the house the footman, if not required indoors, may attend the guests as they arrive in their motors, otherwise the chauffeur is in charge on the pavement. More details of this will be found in the chapter on Dinners.

LETTERS TO DOMESTICS

Often the question arises as to how to address domestics in one's service and much depends on the style of the household and the length of service. If the household is conducted with great formality and the servants are addressed by their surnames, the third person is often used, but in a small home with one or two house servants and a man or two on the place the first person is preferable and more kindly.

Dear Mary,

We will return to the country on the three o'clock train reaching Hopetown at five. Please have everything in readiness with one of Martha's delicious dinners preparing for us, and also tell Martin to meet us with the car. The baby sends love.

Very truly yours,

E. J. Gilbert

The letter above is to a domestic in charge who has been with the family some time, whereas with

a new maid one would be careful not to be too familiar and the baby would omit his regards.

The initial is sufficient in signing a letter to a domestic and is also to be used in writing to a servant of a friend, who is known to the writer and from whom one desires some information. If unknown, one uses the third person, writing "*Mrs. John Gilbert requests the following information from ———.*"

REFERENCES

In writing references one cannot be too careful, as anything which would seriously interfere with obtaining another position would have to be proved if the servant desired to bring a law suit. Yet one should at least protect other employers from careless, which spells dangerous, servants and also from those who are dishonest. There is the other side to regard, for while out of patience with a stupid maid, one would be really sorry to keep her from a position with someone less particular and more lenient.

Mrs. Howard Endicutt
Twenty Park Avenue
New York City

Dear Madam,

Can you give me some information regarding Helma Strong, who I understand has been in your employ for over a year? Anything

you say will be treated as strictly confidential but you will realize my anxiety when I explain that I have three small children who would be in her care when the nurse is absent.

Very truly yours,

*Elizabeth Gilbert
(Mrs. John Gilbert)*

*Mrs. John Gilbert
The Cross Roads
Kent, New York*

Dear Madam,

It is a pleasure to tell you that you may trust your little ones with Helma Strong, who has a real love for youngsters. She is competent and healthy and only needs a little more training to be quite perfect.

We are closing our house for the winter, otherwise she should remain with us.

Very truly yours,

Date

Sophia Endicutt

The date should always be given in a reference, as a once good servant may fall into evil ways and much trouble result from a letter given some years before.

I have always found Mary Haskell, who has been in my employ during the summer months, diligent, capable and honest, and can thoroughly recommend her to anyone desiring a competent servant.

She is leaving my service, as we do not require an extra maid when we return to town.

E. Gilbert

Date

(Mrs. John Gilbert)

I regret that I cannot recommend Hilda Halgren other than to say that she always appears honest and willing but has not sufficient training to be a competent housemaid.

E. Gilbert

Date

(Mrs. John Gilbert)

James Martin has been with me six months and I do not feel that I can conscientiously recommend him in everything. He has excellent training and is very satisfactory in some ways, but I do not feel that he is entirely trustworthy.

E. Gilbert

Date

(Mrs. John Gilbert)

TABLE SERVICE

Faultless table appointments and perfect service add to the distinction of any meal, however simple, and it is excellent for the children when every day the same form is used as when guests are present. The food may be more simple and served in fewer courses and the table appointments less elegant, but the charm of good service and good manners at the simple daily meals is the best of training for everybody, servants as well as family.

Even with only one servant everything can be served with a grace of manner that makes the simple repast an event rather than a hurried occurrence in the day.

The many electrical appliances used on the table do much to shorten the services of one maid and may be used for informal luncheons with guests.

The woman with only one or two maids or with untrained ones should not attempt the formal dinner. This is the meal *par excellence*, and must be done exactly right in all its stately formality.

There are three ways of serving meals: the Russian; the Mixed; the English. The Russian has everything prepared in the pantry and passed by the servants and nothing on the table except the table silver, ornaments, and nut dishes. After serving, the dishes are placed on the side table and passed again when necessary. The Mixed is when some of the food is placed on the table, such as the roast for the host to carve and the vegetables passed. The ice cream or dessert has recently reappeared on the table for the hostess to serve, and after passing the cakes they are placed on the table. The English manner is when everything is placed on the table for each course.

The soup is always served in individual soup plates and the bouillon or consommé in cups. At any except a family dinner the bread is cut in a thick two-inch deep square or oblong, and bread-

and-butter plates with butter only appear at luncheon. Coffee may be not only served but made at the table, but for formal affairs is served in the drawing-room.

The correct cover for each plate is the plate placed an inch from the table edge, with the silver laid on either side in order of using, so that the last is nearest the plate. Knives with the cutting edge toward the plate are laid at the right of it. Spoons with the bowls turned upward are at the right of the knives. Forks with the prongs turned upward at the left, the salad fork nearest the plate. The water glass or goblet is placed at the point and to the right of the knife, and other glasses grouped at its right.

TABLE APPOINTMENTS

The selection of beautiful and appropriate linen enhances all the charm of the things which are placed on it. It would seem unnecessary to mention that the linen must always be fresh and spotless for guests and that messy cloths and napkins for the family create an unpleasant impression, but some housekeepers neglect this point in an otherwise immaculate house.

For home meals the damask cloth is correct, and never the colored ones. A silence cloth of thick material is placed underneath to protect the table and also bring out the whiteness of the cloth. Pretty madeira edged or embroidered doilies and centerpiece are used for breakfast and luncheon,

the style chosen according to the shape of the table, round ones for round or oval table and the oblong ones for a square or long table. For the noon lunch or the early meal for the children the gay oilcloth sets are ideal. The cloth should be removed after each meal and only an attractive centerpiece with fruit or flowers left on the table.

For the formal dinner a damask cloth or an embroidered one with filet insets which come to the edge of the table or with the lace edge hanging below are correct, since the top must be covered. The dinner napkins are very large and if of damask are laid flat on the service plate. If decorated with an embroidered initial or corresponding with the embroidered cloth the upper point is turned under and then the two sides turned under, leaving a pointed oblong with the monogram in the point. This is also placed on the service plate and bread is never placed within its folds.

For the luncheon with guests embroidered covers are used or charming doilies and centerpiece or runners with the oval or oblong doilies. The luncheon napkin is small, matches the cloth or shows the madeira embroidery.

For afternoon tea any pretty cloth may be used and the tea napkin is very diminutive.

Silver is so difficult to keep white and shining that charming pieces of porcelain and glass are appearing on the table to replace it, but as great simplicity reigns, no dishes aside from those used for fruit and flowers are placed on the table

except for use, although figurines, which are part of the central decoration, are used.

The glass should be of the same design or at least the same type as rock crystal, cut glass, or any of the fancy glass until the dessert course, when the glass used may be entirely different. This course seems to break into all the arrangements, since it is the moment when the table is crumbed and the only time a guest is left without a plate.

With the return of the many beautiful things of our grandmothers' day is the use of various services of china. Once beautiful hand decorated plates appeared for the fish, salad and fruit course, and these may be found again in the smart shops to-day. There is a monotony in an entire dinner service of five or six courses, however beautiful the china, and yet there exists danger in too much variety, since the harmony may be lost.

The best effect is obtained when only the fish or entrée and dessert are on a different service, although the *hors d'œuvres* may be on another style, since they serve to open the dinner and are followed by the soup service.

If one is fortunate enough to have any of the lovely old French china in turquoise, mauve or raspberry, the compots may be filled with fruit as a table decoration and the dessert served on the lovely plates.

When arranging flowers the length and breadth of the table must be considered, since a long table

will require more than one vase of flowers, and often a low dish with fruit is placed between two tall vases. Flowers should be so arranged that the guests can see each other easily across the table. The spraying effects where the blossoms appear as if growing are more effective than when massed together.

Candles appear on all tables after luncheon and are only used at that meal when the day is so dark that artificial light is required. Candelabra may be placed at either end of the table or six single candlesticks used if the table is very long. Candle shades are sometimes used and the flowers correspond in color. Shadeless candles must be very tall so that the light does not shine in the eyes of those at the table, but should not be too tall in proportion to the candlestick. Those that taper to a point can be longer with good effect than those which vary little from the base.

Whatever is on the table must be placed geometrically or its effectiveness is spoiled. In selecting ornaments or decorations not only the size of the table is considered but the size of the dining room, and the charm of a small room with dainty appointments is destroyed by overmassive things. Individual nut dishes are placed at the top of the plate, but the larger ones with comports for bonbons are placed at exact distances from each other and the candles. In setting a table the centerpiece is a good point to start from in placing the other things.

There should be sufficient space between each cover, this meaning the plate with the silver on either side of it, for comfort and the easy serving of the food passed by the servants. There should be at least twenty-four inches from plate to plate and thirty is the best. More than that gives an empty scattered effect to the table. When a long refectory table which has no extension is used, only one end is laid at which the host sits for dinner, but which may be occupied by the hostess for breakfast and lunch when she serves anything, when only a few are present.

Food is presented at the left when passed, but plates are removed at the right, glasses filled and knives laid. Forks are laid from the left.

THE FORMAL DINNER

Only the Russian service is used for a formal dinner, and for this, if there are more than six guests, two servants will be required. Two dishes exactly alike are presented at either end of the table, one beginning with the lady at the right of the host or the service may begin with the ladies on either side of the host and the service at the left return to him.

If there is a beverage, the butler serves after the first course, asking each guest if they desire it. Water goblets are filled frequently so that none is ever empty. After the soup service rolls or bread in pieces two inches thick and about three

in length are passed and the roll or bread is laid on the cloth, since there are no bread and butter plates. Olives are passed.

At the formal dinner the guest is never without a plate except before serving the dessert, when the table is crumbed with a napkin and a tray. A plate which has been used is never exchanged for one with food, but a service plate must intervene.

When the fork is laid down the plate is immediately removed so that when the last guest finishes the next course can immediately follow. The only plates which can be removed two at a time are the soup and service plate below, and occasionally the ice cream plate with the one beneath. The only plates which can be brought in together are the oyster, soup and dessert plates, the latter placed on the cloth without a service plate.

For the cover, commencing at the extreme right, are laid the oyster or *hors d'œuvre* fork, the soup spoon, the silver fish knife, the meat knife, the service plate, the salad fork, the meat fork, the fish or entrée fork. The water goblet at the point of the knife with other glasses at the right and the napkin on the service plate. Individual nut dishes are at the top of the service plate and the place card, if any, in front or on the napkin.

If more silver is required before the dessert course it is either laid when the service plate is placed or brought in on the service plate. The silver for dessert is placed either at the right or

left, according to its use, or laid on the dessert plate. Fruit knives are laid at the right of the plate with the finger bowl.

When the guests are seated the first course is placed on the service plates if served in another plate and removed, leaving the service plate, on which is placed the soup plate. However, if the *hors d'œuvres* were passed and eaten on the first plate, a service plate must follow. The service plate is removed with the soup and followed by a hot service plate for fish or entrée which is to be passed. If the course is to be served in individual portions the cold service plate is placed and then removed as the entrée is put down.

Service plates follow the entrée and are removed for the hot meat plates. If the salad is served as a separate course the service plates again intervene. The dessert and fruit course may be served as one with the finger bowl half full of tepid water, on a glass plate with a doily between.

The dessert spoon and fork are placed on either side of the plate beneath the glass one which is used for dessert, the guests removing the napkin and the doily to the left of the plate. When the dessert plate is removed the lower plate is used for fruit. Another service for dessert is the china plate or a glass one on a china plate, which is removed for the fruit plate with the finger bowl and doily, on which are placed the fruit knife and fork.

Chocolates, nuts, cakes and bonbons are passed,

but the black after dinner coffee in "demi-tasse" size is served in the drawing-room. After the ladies leave, cigars and cigarettes are brought to the gentlemen, and there should be individual ash trays. When the guests smoke at dinner there should be ash trays at every place or at every other one. Small salt dishes may be used for each guest or salts and peppers at every other plate.

THE INFORMAL DINNER

The same beautiful glass and china, gleaming silver and lovely flowers and delicious menu may be used for the less formal dinner, but the service need not be so swiftly carried through nor so exacting. There are no cards with the ladies' names for the gentlemen, although place cards may be used. The use of the service plate may be modified, but the guest must always have a plate on the cover until the dessert course.

The mixed service is frequently used for the small informal dinner, while the English type is for the family meal where there is no maid. Experienced waitresses can be found occasionally who will serve the small dinner for guests, but even then the number of courses should be cut down to five or six.

If the salad is served with the fowl it makes less service and cuts out a course, or the entrée may be omitted. As no vegetables are served with sauces outside of the family circle, they may be combined with the meat, which reduces the service,

or the two-compartment vegetable dish be selected. With a little art in planning the menu and some experience, the small dinner becomes a thing of beauty and joy. No mistakes should dismay the hostess, but if impossible to ignore, they may be lightly passed over with a laugh and a jest, realizing that in future that pitfall will be avoided. Apologies often draw attention to things which, in the pleasure of delightful chat and badinage, would never be noticed.

LUNCHEON

The formal luncheon or the one for a few congenial friends is the delight of all womenkind and the most deliciously prepared foods of a richness or delicacy not appreciated by the men are served.

The Russian service is used for all formal affairs, but there are not numerous courses—but four or five at the most. The table decorations are more simple and candles only appear on dark and gloomy days. If there are many guests and the table very long or large, several small vases of flowers, four for a square table, five for a round one, are added to the central decorations. Some of the same flowers of the centerpiece, which is usually in a tall vase with spraying umbrella effect, are used in the smaller vases with other flowers which are more suitable for a lower arrangement. For the refectory table the flowers in the center are lower with very high slender vases toward the ends.

The table top is not completely covered unless by a very elaborately embroidered cover which comes just to the edge. Napkins match such a cover and may be folded as the dinner napkin and placed on the service plate. If the madeira embroidered napkins are used they are folded to form a triangle, which is placed at the left of the plate with the long edge toward it. If it is monogrammed the point is turned toward the plate.

The cover is the same as for the formal dinner, but bread and butter plates are added with the butter knife laid diagonally across the plate with the handle end toward the guest. Butter and rolls or bread are passed, the latter cut in thin delicate slices. "Luncheon is served" is announced by the maid or butler. Bouillon or other soups are served in cups and no food is placed on the table until the guests are seated.

For the informal luncheons the service is much modified until the one for a few intimate friends may have the chafing dish and other electrical appliances on the table.

TEAS

The tea table, covered with a pretty cloth with a lovely china or silver service, is used when one has no maid, or the tea cart may be brought in.

The tea service is usually brought in on a large silver or ornamental tray and the muffin stand, known in that country of afternoon tea, England, as the curate's assistant, is most helpful in serv-

ing the guests. Doilies may be used on the three shelves but may be correctly omitted. The tea cart is equally useful as an adjunct, especially when tea is served on the porch or in the garden.

Besides the tea service there should be sliced lemons with a lemon fork, a tea caddy with leaves or extra tea balls, and for many guests the tea ball is supplanted by the teapot. The tea and the hot water must always be boiling hot, and the other things offered delicate rather than substantial.

For the larger affair where friends serve the beverages the tea service is at one end and the urn for tea or coffee serves to keep it always hot while the procession of guests continues. At the other end is the chocolate pot on a tray with chocolate cups, which are quite different from others, whipped cream in a bowl with a ladle and sugar, since some may desire it sweeter.

Cakes, sandwiches, candies and nuts are placed on the table, using the central decoration of flowers as the keynote for arranging the other dishes. The flowers often appear in a low silver epergne or one of china with comports of the same design for the candies and nuts.

An embroidered cloth or a damask one is used and tea napkins, not more than a dozen together, either placed near the friends who served or elsewhere on the table where the guests may take them as they help themselves to the sandwiches and cakes. The cakes should be small and rather dry in character.

There should be a maid or someone in attendance who will see that anything required is replenished, and it is advisable to have two or three bowls of whipped cream ready to replace the one used. Lemons sliced also should be ready on other dishes, that no guest may be kept waiting.

THE BUFFET

This service is used for "at homes," receptions, wedding breakfasts, stand-up luncheons and supper at a dance. The table is decorated with lovely flowers, candlesticks or candelabra, nut dishes and candies and small cakes in silver baskets or comports. There are waiters to replenish the dishes, assist the guests and pass individual ices and other hot dishes or serve them if it is an evening affair. An elaborate affair, of course, requires service at small tables and this is most in use for balls and wedding breakfasts.

For less formal affairs in the afternoon there is the same table setting, while hot dishes are served by friends at either end of the table. Salads may be served by friends at the sides if used in addition to the hot foods. Plates are at the left of the server and not more than six or eight at the most, as a pile of plates is too suggestive of hungry hordes. Forks are placed in front of the serving dish with the prongs toward the center. Those who assist place a portion on a plate, adding a fork, and pass to the guest who, receiving, takes the napkin and sandwiches from the table. In

very warm weather the hot dish gives place to a substantial salad and the sherbet may be served at the table or at another. Fruit punches and other beverages are also served at another table or passed by the maid who replenishes the dishes.

BREAKFASTS

These are usually rather informal with the mixed service or even the English. The table is covered with a white cloth and breakfast size napkins used or the simple madeira edged ones. There are flowers and fruit and the arrangement of the cover as described in the earlier part of this section. In front of the hostess is placed the coffee service on a tray holding the coffee urn, hot water or milk pot, creamer, sugar bowl with tongs, and a basin to empty the remaining contents of the cups which are to be filled again. If there is sufficient room the cups are placed on the tray or beside it, but never one on top of the other. If a silver coffee pot is used instead of the urn it may be placed at the right of the hostess on a small tray, which will give more space on the larger one. The hostess inquires if the guest wishes sugar and cream, which should be placed in the cup before the coffee is poured.

The prepared grapefruit may be placed on the table or later brought in and placed on the service plate. When the grapefruit is removed the service plate is taken also and a hot breakfast plate

laid down. The finger bowl is removed with the grapefruit.

At the home breakfasts without guests the Lazy Susan in the center of the table is most serviceable for passing all the small things, revolving with a touch of the hand.

Suppers are always most informal and usually the extreme of the English service when in the home, the electrical appliances enter very greatly into the ease of serving and the casserole or chafing dish contains the main dish. All the relishes, rolls, bread, butter and everything but the dessert are on the table. It may be on the side table or even on the table when it is in the form of a sweet salad.

The *écru* linen covers and runners with gay peasant colors are very effective for these informal affairs, as for tea on the porch or in the garden. Napkins usually are of the same, although any small napkin is suitable.

MENUS

Times have changed decidedly and the delights of the table no longer are paramount, since the card table and the outdoor sports and the charm of reducing to a sylphlike figure are more attractive.

The number of courses is reduced for the formal luncheon and dinner and only for the elderly is the food very rich. Delicious food excellently prepared and quickly served, that the world may

go on to other things is the keynote of the menu of to-day. However, when the gentlemen are present, the food must be more substantial than when served only to ladies.

There is an art in planning a menu, and a rich substantial dish should be preceded by clear soups, delicate entrées, and followed by spicy salads, by ices or not too rich ice cream. When fowl is served the soup may be a purée, the entrée more elaborate, the salad of fruit and a delicious dessert.

The formal dinner has at most six or seven courses besides the coffee served in the drawing-room; *hors d'œuvres*, oysters or fruit cup; soup, fish, entrée, meat, salad and dessert. The formal luncheon follows the same idea with four or five courses, being quickly served with utmost simplicity, yet perfect in every detail. The informal dinner has fewer courses, omits the fish or entrée and serves the salad with the meat. In warm weather more delicate and chilled foods are served, but there must always be one substantial hot dish.

The formal luncheon has four or five courses, quickly served with utmost simplicity, yet perfect in every detail. The informal relies on one substantial dish, such as a casserole or chicken à la king, with a simple salad and delicate dessert.

When guests come to breakfast a hearty meal is served, but cereals are omitted. Grapefruit is followed by creamed eggs, bacon and eggs, or scal-

lops or creamed finnan haddie, or broiled spring chicken and creamed potatoes. Hot rolls and breakfast breads and toast and marmalade complete the meal. Nothing has been said of coffee, but what is breakfast without it?

Luncheons begin with grapefruit or fruit cup, followed by oysters, chicken à la king or some substantial dish, a spicy crisp salad and ices or ice cream. When less formal, creamed oysters or chicken en casserole may be followed by a delicate pudding. Eggs in any of the delicious ways appear at any luncheons and precede the substantial course. Chocolate with whipped cream is served and coffee may be served afterwards.

Teas call for lemon and cream with the tea service, little wafers and crackers and small dry cakes, bonbons and salted nuts, waferlike sandwiches with delicious filling or cinnamon toast.

For buffet service for receptions and "at homes" tea and chocolate are served in the daytime and in the evening fruit punches and coffee, small cakes and ices with sandwiches and rolls. When guests serve there are hot dishes of creamed oysters or chicken, and chicken, lobster or rich fruit salad.

For the evening buffet there are the substantial salads, creamed dishes or entrée with ices and creams and bouillon is added. Where the supper or wedding breakfast is served at little tables the menu is even more elaborate and the caterer who

has charge of it can suggest the type of things which he best prepares.

The home supper has relishes of all kinds, celery, nuts and candies. The chafing dish provides a creamed dish or pigs in blankets or club sandwiches are selected. Coffee and a fruit salad, a cold dessert or crackers and cheese of various kinds, especially the cream cheese with *bar-le-duc* make a perfect finish.

At stag suppers and dinners the planked steak is heartily welcomed, or terrapin or venison is most appetizing. Fruit or vegetable salad followed by ice cream and coffee, nuts and fruit. Grapefruit at the beginning, rather than a fruit cup.

CHAPTER XXVIII

HOUSE PARTIES

FOR grown up people an invitation to a house party is almost like the season of Christmas to the children—there is the same cheery informal atmosphere in the air and always new surprises resembling Christmas gifts and such jolly play-mates. An invitation to be one of a house party is a great compliment, since only a limited number of friends from the social list may be entertained, and the selection bespeaks a sense of congenial fellowship with all the world.

The wise hostess makes a careful statement in her invitation of hours of trains, of the day of arrival and departure, and also gives an idea of the entertainment provided for the visitor, that the correct type of clothes may be selected for the visit.

At an inland sporting colony where the Country Club life plays an important part, one needs an entirely different style of costume from a seaside place, where all is informal.

Country house note paper carries much of the information necessary, such as name of station, telegraph and postoffice, if varying from the address of the country house, but often this may

be supplemented by time-tables and some helpful advice as to trains and routes.

The words house party are never mentioned in the letter, but the words "week-end" or "a few days" are used. It is also thoughtful to mention some of the other guests expected if already known to the prospective guest. All invitations to house parties should be answered most promptly, so that if unable to enjoy the offered hospitality it may be extended to some other more fortunate guest.

Dear Adelaide,

We are planning to have some friends with us over the Fourth, and hope that you can be with us from Thursday, the first, to Tuesday, the sixth. Mary and Charlotte Bonstell and their brother, the Hallowells and several other friends have promised to come, and we need you to make our pleasure quite complete. The country is most lovely now and will be very gay over the holiday, so bring some evening frocks for the Country Club Dances and sport clothes for the Golf Links, with a warm coat for motoring, as we often drive late in the evening.

We are looking forward to a very joyous time and are very keen to have you enjoy it with us. The train leaving the Grand Central at — o'clock we find the best of the

expresses, but will send the car to meet any train you prefer at the station of Hillcrest.

Affectionately yours,

Candace Endicutt

June the twenty-fifth.

Fair Oaks, Chesterton.

Post Office—Cresthill, New York.

If the note paper does not carry the required information the postoffice address should be given to avoid any confusion.

Dear Candace,

The Fates are smiling on me when such a charming invitation arrives from you and I am most happy to accept. It will be also a pleasure to renew my acquaintance (friendship) with the Bonstells and Hallowells.

Thank you very much for your helpful suggestions about the train, and I will arrive on the train leaving the Grand Central at —— o'clock on Thursday, the first, and also bring my golf clubs and frocks for the occasions you so thoughtfully mentioned.

Lovingly yours,

Date

Adelaide Colton

Address

My Dear Mrs. Kemble,

Will you and Mr. Kemble give us the pleasure of having you with us for the week-end,

from Friday, the tenth, to Monday, the thirteenth?

My husband can promise some excellent golf to Mr. Kemble, and you will find the gardens and Country Club most delightful.

If you come out on the train leaving the — at — on Friday, Mr. Kemble will drive you over in the car and see you back in town safely on the morning express on Monday. I am inclosing a time table and should you find some other train more convenient will send the car to meet any train you may designate.

With warmest regards this cool summer day.

Very cordially yours,

Candace Endicutt

My dear Mrs. Endicutt,

With much regret I find that on the date you mention we shall be tossing about on the briny deep on our way to Europe.

We would so keenly have enjoyed your delightful hospitality that I am hoping you will think of us again for this pleasure, perhaps after our return late in August.

Most cordially yours,

Sylvia Kemble

Dear Brian,

Some very charming girls are coming this week to keep Betty company, as she misses

her school friends sadly, and will you come out on Friday, the fifteenth, for the week-end?

There will be plenty of sport, for the Country Club is near and the fishing and boating most excellent.

I am inclosing a time table and the car will meet you at the station, but if you can arrange for early Friday afternoon you can come out with Mr. Endicutt and Tom on the — express.

Sincerely yours,

Candace Endicutt

Dear Mrs. Endicutt,

Most delighted to be with you this week-end, and it is very kind of you to think of me. I will arrange to come out with Mr. Endicutt and Tom on the — express on Friday. Please give my regards to Betty and her pretty friends.

Yours most sincerely,

Brian Hall

There is as vast a difference in entertaining a house party as there is in the incomes of those who give them. With many servants and a large house the arrangements vary from those of the little house, but the etiquette remains the same.

In the large house the hostess inquires if the married couple prefer to occupy separate rooms, and the bathrooms are arranged to accommodate

two guests, either a married couple or two men or two women. As it would be embarrassing, a man occupying the room on the other side of the bath from a woman is given the use of another bathroom.

Where the house is small and the young couple have many friends there is much more possibility of tucking in a jolly crowd, but no strangers should be asked to sleep together. They may be asked if they object to rooming with each other if there are single beds. When there are many young people in the family a large airy attic may be turned into a dormitory where all the young men sleep.

Much depends on the closeness of the friendship and the character of the guests, but in the small house one or two guests with others invited in, is a more gracious hospitality.

If there are only one or two servants or none at all the guests do all they can to help in every way. Perhaps there is little etiquette in such a small household, but there is a wonderful opportunity for charming manners and gracious, thoughtful ways.

The hostess sends the motor to meet her guests at the station and welcomes them at the house on their arrival. If unable to meet them she may ask a daughter or son or relative staying with her to greet them for her. If she has no motor some intimate friend may offer to help her or she engages a conveyance to meet them and it is

charged to her account. Her son meets and greets his own friends and brings them to her if she is at home when they arrive.

The guests are asked if they wish to go upstairs to remove the dust of travel and the bags are taken up for them by a servant or some of the family. If they do not wish to follow the suggestion, they go to the porch or sitting room for a chat. Cooling drinks or tea served, if late in the day, will be appreciated by the thirsty guests.

If there are several servants they take up the bags and the valet asks for the keys and lays out the clothes for the evening and the lady's maid performs the same office for the ladies.

The Saturday night dance at the Country Club furnishes amusement and, if there are any matches in tennis or golf, the guests will be interested. There are walks and drives, but the wise hostess does not fill every moment, as other amusements may arise.

When the house party is large she must have some definite schedule and may plan cards for the first evening, the club dance the night following, and a picnic or dinner out of doors with other guests invited. She wisely leaves the morning free, unless there is to be an all day affair like a picnic, when she keeps that evening free for the relaxation of happily tired guests.

Private theatricals or impromptu charades give much enjoyment, and she supplies many packs of playing cards, counters and various

games with some good books and card games to settle disputed points. Plenty of new magazines and good books so that if stormy days come there is cheer indoors.

There should be a well placed lamp for reading beside the bed with fresh water at night. If the guest likes fruit or wishes to nibble crackers or longs for a glass of warm milk before retiring, these are provided as very essential. In winter there should be more than enough of warm blankets and comforters.

Neglises for the ladies and bath robes for the men are much appreciated since suitcases and hat boxes hold so little. There should be sufficient closet and bureau space for the guest's comfort, various toilette articles, powders and a sewing kit. A hotel whose word is service has needles threaded with black and white, and various sizes of buttons attached to the pin cushion. How many travelers have blessed them for that thoughtfulness?

Guests should be punctual at each meal and if the hostess suggests sending a breakfast tray to the room it is accepted, though the guest be an early riser. On the other hand, no matter how she longs for the quiet breakfast in the room, unless suggested she arrives at the table even with much suffering.

On the tray there is fruit, eggs, rolls, coffee, sugar, butter, pepper, and salt. Cereal and cream may also be sent up later, and toast and marmalade.

lade replace the rolls and butter. If there is space a pretty flower in a tiny vase breathes a sweet good morning. If the trays are much used those of wicker or enamel with the dainty breakfast sets are a wise investment.

The guest pays for long distance telephone calls and telegrams, and provides herself with writing paper, stamps, and a fountain pen. Pays also for laundry sent out, or if done in the house at the suggestion of the hostess, sends a tip to the laundress.

Small bills and change are provided to tip the servants, for even the most considerate guest means more work for all the servants. The customary tip to the housemaid or lady's maid is a dollar or more, according to service rendered and length of stay. A dollar goes to the cook and two dollars to the butler. The chauffeur receives a dollar unless he has executed commissions, when the amount should be increased. These amounts are increased for a married couple, the husband tipping the menservants and the wife the women.

A guest never asks people to call or for any affair without consulting the hostess and never accepts invitations in which the hostess is not included except a short ride in a small motor or a stroll in the woods with those who are not members of the house party, and even then should ask her hostess if it is agreeable and if she has no other plans for the guest.

At a large house party evening clothes are re-

quired and a tuxedo should be taken except when one knows the host abhors them, and plenty of fresh linen, shoes for sports and pumps for dancing with a sport suit and in the summer flannels or light suits. The traveling suit of serge will furnish the coat with white trousers which is used for many informal occasions.

A woman requires more clothes, but takes only a suitcase and the most convenient hat box, to which may be added a small week-end bag for toilette articles. A sport suit with several fresh blouses or two sport dresses with soft hats, perhaps a pretty morning frock, a dainty negligee, a house gown and an evening affair if there is a club dance. On the train she wears, if the journey is short, the dress which will also do for church or afternoon with a smart hat, carrying the warm coat for motoring over her arm.

If she plays tennis she must add a pair of rubber-soled shoes to the slippers and shoes with stockings to match, and if she wears white shoes and stockings with most of her frocks she can cut down the number required. One owes it to one's friends to look as smart as possible, which takes much thought and care on a modest dress allowance. One's racket or golf sticks should also be taken rather than borrow others.

One last word for the guest: those who rely on the hostess for amusement of every moment are most fatiguing and the guest should find entertainment in books, writing letters or in the gar-

dens. On the other side, the guest who selects this time to write long neglected correspondence and so is ever busy when her hostess needs her loses much charm of companionship.

Notes of thanks, often called "Bread and butter" letters, cannot be too cordial nor follow too quickly after one's return to town. There are some who think that a week-end is so brief that no letter of appreciation is required, but that is a mistake and anyone who, after only a day in the country with friends, writes a word of appreciation for the charming hospitality offered, has added another link in the chain of friendship.

Where the guest is a young girl and there exists the slightest anxiety over her safe arrival, it is most thoughtful to send a telegram on her arrival saying that the journey has been safely and pleasantly made and the letter of thanks may follow a few days later. All letters should be addressed to the hostess, even though the invitation came through the friendship of the husband. No woman should ever accept the invitation from a man until confirmed by one from his wife, or mother if he is unmarried.

Another letter may be written to the daughter or son who were responsible for the invitations, after thanks have been expressed to the hostess.

Dear Mrs. Endicutt,

What a truly royal time you gave me these last few days. It will always be one of my

happiest memories and words fail to express how jolly every moment was when with you.

Please give my love to Betty and the pretty girls and with warmest regards to you and Mr. Endicutt,

Yours most sincerely,

Date

Brian Hall

Address

Dear Mrs. Endicutt,

My sister and I cannot find charming enough words to describe your wonderful hospitality where everything was so arranged that a new pleasure appeared every moment. Any guest of yours is much to be envied and we count ourselves happy at having been invited to share the loveliness of your beautiful home.

Will you please express our thanks again to Mr. Endicutt for the thoughtful way in which he attended to the rechecking of our luggage and installed us in the local train. With warmest regards to all, not forgetting your lovely pet Minnette.

Louise Hallowell

Date

Address

Dear Candace,

Six o'clock last night found me home with the pleasantest memories of happy days

passed with you in your lovely country place. It was so sweet of you to have that delicious basket luncheon prepared for me, which combined with magazines and papers so thoughtfully given me by Mr. Endicutt helped to shorten an otherwise rather tiresome journey.

I am sending you a new book just out by the author we both enjoy so much and hope it pleases you as much as the others.

My love to you and yours.

Affectionately yours,

Adelaide Colton

Dear Mrs. Endicutt,

Visions of your charming home and delightful garden are before me as I write to thank you for the pleasure my husband and I enjoyed while with you these last few days. The moments passed all too quickly with such delightful companionship, and we are looking forward to having you with us later in the season when we return from the mountains.

My husband joins me in kindest regards to you and Mr. Endicutt.

Most cordially yours,

Martha Conways

GARDEN PARTIES

One of the most delightful forms of entertainment is the garden party which is thoroughly

enjoyed by everyone, whether given on a large estate amid the beauty of flowers and landscape, or in the small garden of the little home.

Engraved cards are rarely issued for a garden party unless it is a very formal affair on a large estate and then the host's name is always used with that of the hostess. The engraved cards with spaces for filling in are often used for large affairs with the words *Garden Party* written in the lower left-hand corner. Cards may be inclosed to those in near-by towns, giving the hours of arrival and departure of trains from city to country place.

If very informal the visiting card may be used but the brief note of a few lines is much more courteous and gives a little importance to the occasion. Answers to engraved invitations follow the lines of the formal ones for luncheons, dinners, or evening receptions and the informal such as are used for informal teas, and examples may be found under that heading.

A few informal invitations are given as follows, and it is worthy of note that a thoughtful hostess will always mention if there are sports, so that one may dress appropriately.

My dear Mrs. Douglass,

Will you add to the joys of the tea hour in the garden by coming on Wednesday the twenty-third at five o'clock? The roses are

luxuriant and the whole garden so filled with sweetness that we want to share its pleasures with our friends.

Cordially yours,

Pauline Stone

My dear Miss Berwick,

Can you not drive over on Wednesday, the seventh, for tea and strawberries on the lawn? We are to be very informal and if not too warm Florence plans some tennis so do come a little earlier than the tea hour.

Very cordially yours,

Pauline Stone

*Monday, June the fifth,
Stonebridge Cottage.*

At formal ones the ladies wear the smartest and prettiest of day frocks, with lovely hats, and carry adorable parasols, while the gentlemen wear either cutaways or frock coats and silk hats, or light-weight summer suits with straw hats. The white flannel trousers and blue or black serge coat is also worn.

The guests may leave their wraps indoors but retain their hats, and the wearing of gloves is optional. Of course, gloves are removed with an informal summer suit.

The hostess greets her guests on the lawn, unless the weather is not propitious, when she receives indoors as for any "at Home." The host

receives with his wife for some time, leaving to show important guests about the grounds.

Everything should be in perfect condition outdoors as inside, and refreshments are served on the lawn, although the buffet table is in the dining room.

When there is dancing, a tent is placed over a perfect floor built for the occasion, and the music placed so that there may be dancing also on the porch.

When informal the dancing is on the veranda and the simple refreshments, including both hot and iced tea, served under the huge beach umbrella in the garden.

The menu is more elaborate than for an afternoon reception if of the formal type and all sorts of delicious beverages are passed among the guests.

Those who have marvelously beautiful estates often open them to strangers for a charitable fête and anyone attending should be as courteous as an invited guest, never picking flowers or branches of shrubs and showing no desire to intrude on any part of the grounds or house not open to them.

When there is tea in the garden and there are to be sports, the hostess sees that the courts are in excellent condition and provides extra rackets and plenty of balls for tennis. If the place is large enough croquet will entertain those who do not care for violent exercise. Grace hoops, shuttlecock and battledore delight the youngsters, and

archery is an excellent addition for any age. The latter is returning with other things of our grandmothers and when there is any form of contest there should be prizes, however small and inexpensive.

A dainty spread in a lovely garden is enough to offer congenial friends, and if sports are played there must be a generous supply of sandwiches and various beverages.

AMATEUR THEATRICALS

Short plays, tableaux and charades add to the gayety of a house party and two of them are much in vogue for charitable affairs. Tableaux become most beautiful things when arranged by an artist or someone with artistic taste.

It is a compliment to be asked to take part and after accepting no eleventh-hour excuses can be given without offending the hostess and others participating.

Greatest attention should be given the instructions of the one in charge, who may be a professional coach, and no whispering in corners while directions are given. Promptness at all rehearsals is essential and the individual part carefully studied. If it is to be a public affair a lesson or two at some eminent dramatic school will be very worth while.

The wise hostess does not take part in it since she wishes to be free to oversee all details and

smooth away all discord. She wisely selects a very short play or skit and plans a short program, as amateur affairs are apt to be too long and drag. Far better a short, snappy, sparkling piece followed by dancing, than a yawn-producing drama of deep seriousness.

If someone else is given the coveted part it is courteous to congratulate them and give the fullest coöperation to all actors. Any criticism or grumbling is discourteous and shows a lack of training in the finer instincts of life.

When the At Home or filled-in invitation is used, in the lower left corner is written *Theatricals at ten o'clock*. The guests arrive promptly and the hostess receives as for a musicale. If she takes part, the host or some member of her family receives for her.

There is nothing which so serves to bring the guests into amicable relations as impromptu charades or jolly games. They are true life-savers to the hostess with a large party of guests of various ages and interests.

CHAPTER XXIX

ETIQUETTE OF OUTDOORS

THE enthusiastic love of the open air with its freer life has brought new problems in what is the correct thing to do.

Motoring, alone, has created a new series of questions in regard to the owner and the guests.

When the owner of the motor asks friends to go as guests he pays all expenses incurred and either furnishes a hamper lunch or stops at a tea house for refreshments, if an all-day affair.

However, if friends are asked to go along for the day, they should suggest providing the lunch if he is a single man, or ask to contribute their share. There cannot be any objection to offering to pay the expenses of the drive, which will be appreciated unless it was clear that the owner desired to act as host. Better to err on the side of offering to coöperate than leave it all to a host who might be most willing but not opulent.

Many hospitable motorists have complained that asking friends for a spin in the evening, someone suggested stopping for refreshments and the host was obliged to pay the checks, which easily run into a fair-sized sum. The men in such a party should offer to share expenses with the host, who should not feel that it is any reflection on his generosity.

Invitations for motoring are usually telephoned or made when calling, or the informal note sent. If there is to be a motor trip the invitations are similar to those of a house party, mentioning hours and days, places to visit and other details that the guests may be prepared.

A young girl may take a man in her motor or motor with him, but is not supposed to enter any restaurant with him without a chaperon. Of course she may stop at a tea shop or druggist's for creams and sodas or he may bring them to her while seated in the car. An older woman has more freedom but she never takes a drive with a man, which plans staying overnight at a hotel, unless properly chaperoned. No young girl can afford to be seen frequently in the motor of a married man without his wife. Dame Grundy will immediately commence to whisper.

If any accident should happen to the motor and it is growing late it is advisable for the lady to reach the nearest station and return home by train if possible. A passing motor with quiet married people may be asked to assist her on her way, but no woman can safely accept a "lift" from strangers when there are only men in the party.

There is a distinct etiquette of the road and the motorist who holds up a long line of vehicles is rightly termed "a ground hog." The motorist who not only makes it impossible to pass, forcing all his dust and smoke on those behind, is an abomination only equaled by those who tear up wild

flowers by the roots, tear off branches of flowering trees in the woods and despoil country gardens. There is also the class who litter the highways with luncheon boxes and greasy papers and who pass another with motor trouble without so much as an inquiry or offer to help.

Beautiful estates once open to the public have been closed because of the reprehensible actions of sightseers. In no uncertain terms the carriage of the owner was ordered from the port-cochère that a stranger might motor through.

The position of honor is beside the host, but he may ask a gentleman to sit with him while the ladies occupy the large seat at the back and the other gentlemen sit in the small seats at the side. However, if there are more than three ladies, one should be asked to sit in front, since those at the side are not too comfortable, unless the man is elderly or an invalid.

Motorists no longer shroud themselves in hideous bulky motor coats, heavy veils and beetle-like goggles, but wear caps and charming small hats with face veils covered with a motor veil, or only the latter. There are dust coats for summer and the winter coats have line and style, and beneath is worn an attractive frock even if it is to be sat on for many hours. Hair nets hold in all straying locks and many hairpins anchor the coiffure, as hatpins do the headgear, unless it is a love which will stay on in any gale.

If a chauffeur drives he must have relief from

the wheel and also be given money to buy his lunch or dinner. When alone the owner will often have the chauffeur eat with him, as a lady has the company of her maid when traveling.

A gentleman always asks permission to smoke and then only when driving on less frequented country roads. He may also stop the car at the roadside and smoke while sitting in the car or walking around it to see if any repairs are needed.

DRIVING AND RIDING

The rule for smoking is the same when riding or driving horses and all the suggestions for motoring are equally correct for these pleasures.

If young people ride together in a party the ladies pay their share of expenses unless it is understood that each young man pays for two. If he asks her to ride with him he may pay all the expenses, including the hiring of the horse, or may pay for all but that, but tips the groom. She should of course thank him for all his kindness.

A gentleman assists a lady to mount and dismount. If she rides side-saddle she steps on his hand, which he must hold very steady to support her weight for an instant. Otherwise he only holds the reins and the horse's head while she slips her foot into the stirrup and swings into the saddle. He gives her the reins but does not mount until she is ready to leave. He rides beside her,

going ahead to open gates or lower fences, while a groom always rides behind.

Every rider should know how to adjust the harness, whether riding or driving, and also the rules of feeding and watering the mount and anything which makes for the comfort of man's good friend.

Nothing is more shocking than the spectacle of a rider holding his horse with the curb and lashing with the crop or whip. A young woman used to test her suitors by the way they handled a horse. She claims that it foreshadowed the treatment of a wife.

One pities the horse with the rider who leans forward, putting all the weight on the tender mouth, and comes down in a trot like a ton of coal on the horse's back. And the horses whose riders check them so tightly that the jaw is forced back until the neck threatens to break, or the horse is caused to rear and cavort! And, again, the youth who dashes about the park on a run for all the world like Gilpin. If one rides one should take lessons in this art and acquire a good seat; learn how and when to water the horse; how to select the best part of the road for easy traveling, as well as how to trot, canter and lope.

A man may offer his horse to a young woman to ride, sending it with the groom to her door or to meet her at the entrance of the park, if she dislikes to ride on city streets. Only an expert rider should accept such an offer if the horse is a valuable one.

for accidents may happen. If he has several horses he may ride with her, but it is quite correct for her to ride alone, with the groom following her, or with friends. She tells the groom where and when to meet her and tips him when she dismounts.

A riding habit should be of the smartest and severest cut and quiet color. The hair fastened securely, and all accessories of the smartest and most tailored type. Riding astride is much in vogue, but a coat should be worn with the trousered suit when traveling on trolleys and trains to and from the place of meeting. More riding skirts are seen in the park each season following the English custom, and present a charming picture of the new type of woman now appearing, distinguished and sophisticated.

YACHTING

Teas on board a yacht offer much novelty and the invitations are engraved, engraved and filled in, informal notes, and visiting cards, which all require an answer.

The host arranges that a small boat, or two if there are many guests, bring them from the wharf to the yacht and later back to the land. He greets them as they arrive, providing sailors to assist them up the side. The sailors should also be ready to assist any guests who are leaving.

Music adds to the tea on board, and if there are any native singers among the crew, they may

furnish the music for the occasion. Dancing proves ideal on the fine floor of the deck. Refreshments are the same in buffet style as for any affair, but may be more elaborate if the yacht is very luxurious.

If the host is a bachelor or a widower he must have a chaperon present and for any occasion when ladies are invited. If he gives a yachting party of several days to which young girls are invited, the chaperon's husband must be present, or the chaperon a much older woman of distinction.

On a cruise so little can be taken, and only the most necessary, that a careful selection must be made. Warm clothes which will withstand the dampness, a hat or cap which will stay on in all winds, a warm woolen coat, with sweaters and woolen scarfs. Middy suits, jersey frocks and blouses of crêpe de chine or any soft washable material. As the dampness removes any frilliness the materials should be naturally limp and clinging. If there is to be a dance at a hotel or a club there must be a frock for it and at least one dress to wear at a hotel or church. Aside from slippers there should be two or three pairs of shoes, which give much comfort in changing.

A ribbon or gay kerchief tied around the head is becomingly trig and conceals the lack of waviness. The bathing suit should also be included, but as few things as possible taken.

A man takes comfortable clothes, duck and white

flannel trousers with the blue serge coat, the blue serge trousers serving for church or the hotel. Also his tuxedo, if his friends expect to land at any fashionable place. His bathing suit, plenty of sweaters and warm clothes. A raincoat may be added, so he can be on deck in stormy weather. A wise host provides extra raincoats and wraps for his guests.

An invitation to a cruise follows the lines of the house and touring parties and the hour and place of meeting, specifying the dock if there is more than one, what is planned for the trip, and what clothes will be required. Any other guests should be named, for otherwise an unpleasant contretemps with an ex-fiancé or husband might result. The answer should be sent promptly that others may be invited, since the number is necessarily limited. If one is not a good sailor it is wiser to forego the possible pleasures offered.

CAMPING

If one is not a good sailor one wisely stays home from the sea and if one has no fondness for nature and the capacity of enduring discomforts one also stays away from camp life.

Many of the modern camps are quite luxurious in comparison, but it is exceedingly dull for a woman who is not fond of nature and reading, with the men away all day and nothing to do until their return in the evening when they recount end-

lessly the days' sport with all its minute details and difficulties.

Great good humor, a sense of the ridiculous, and a knack for cooking are required if one goes camping in a more simple way, and having once accepted is on one's mettle to make good in spite of raw blustery weather, ants and worms in everything and the food almost too natural.

An invitation to camp resembles the house party with dates, hours and routes mentioned, and requires a quick response and afterwards a bread-and-butter letter of thanks.

Sport clothes, woolen stockings, sweaters and a comfortable cap or soft hat and at least two pairs of sensible shoes and comfortable slippers, with the fewest possible toilette articles, are enough for the simple camp. The dress or suit one travels in will do for any outside occasion and one may add wash dresses to the jersey ones if there are many camps in the place.

For the more luxurious affairs one wears smart sport suits, selecting those which will not wrinkle easily, plenty of blouses to wear under the many sweaters, a warm coat and one or two of the most simple house gowns or evening frocks, with only the most necessary accessories.

SPORTS AND GAMES

There are rules for every game and sports which any player must accept courteously, knowing that

the small things when off guard in the excitement reveal most clearly the character.

The good player in the game of life never sulks or stops playing when losing until repeated efforts have failed to change the luck; never comments on the "good luck" of the winners, showing discourtesy and envy; never boasts over winning or crows over the defeated, but plays the game with the utmost vim and thoroughly coöperates with any partner.

When asked to take part, learn the general rules and if possible take a few lessons from a "coach," as the knowledge gained will prove valuable. Even if in the right do not argue with an experienced player but leave the decision to others who have been players longer. Rules sometimes vary and one plays as the others decide.

If only a novice or moderately good player, never ask an excellent player but wait to have the more experienced make the suggestion. A hearty congratulation to others for achievement wins many friends and in return one may be shown how to improve one's game.

If one cheats, thinking it will pass unnoticed, be sure it will be observed, remembered and invitations withheld because of this stupidity.

One's friends are never cheered too boisterously when the opponent is a stranger with few friends present. No bystander should ever attempt to stand within the lines laid out for any contest, to overcheer or endeavor to rattle a player.

One remains quiet while anyone is driving and breathless while putting. In driving off one should be sure that the last players are at least two shots in advance and even then one calls loudly "fore," to attract their attention. If a ball is driven accidentally where another is making a play, regret is expressed. If playing slowly it is courteous to make way for quicker players and should any couple ask for the privilege of passing, it is given most cordially and thanks expressed for the courtesy.

When one invites guests as a host, one pays for the caddies, balls and refreshments, but when invited to join a party or to play with others, one pays the individual expenses. Of course a gentleman asking a lady to play with him may pay all the expenses and while it is a waste of time to fuss about small things, a woman is more independent when paying her way or at least offering to do so.

In the large cities where the golf course is out of town a lady may meet the gentleman at the station and go out by train to play together, but no young girl does this. She either goes with a party or with a chaperon, who decorates the club porch.

Many visitors go to the golf club for tea, and charming gowns are worn, but when playing sports, clothes of the smartest cut are necessary. Extreme sports clothes look well on neither man nor woman but the bright colored sweaters are

commended as being easily distinguished at some distance. Harmony of color and design should be considered and brilliant colors in scarfs, sweaters and caps require neutral colors for the rest of the costume, including the footwear. The correct sport shoes for tennis or golf must be worn, as otherwise the turf or court is destroyed.

Never ask to borrow a racket or clubs from a skilled player, for if damaged it is impossible to replace those to which they are accustomed and they are placed in the unpleasant position of refusing or reluctantly complying with the request.

At all public games there are a few who are annoyed by smoking, so a gentleman should notice the effect on others. If he has any doubts he lifts his hat and turning to the gentleman of the party or the eldest lady if there is no gentleman, asks if it is objectionable. Standing on the seats is most selfish, for those behind cannot see and some are unable to stand for any length of time. "Down in front" can be shouted in a cheerful voice and passed on to those in front, each complying with the request.

CHAPTER XXX

THE TRAVELER

THE traveler who is ever in the public eye except in the seclusion of the berth can easily mar a journey for others by selfishness and lack of courtesy.

Those who push and shove; fill the aisles with baggage; extend the feet so that all passers must brush against them; drag bags and wraps from the racks regardless of those beneath; occupy the entire seat when others stand or grumpily remove their things; occupy the dressing room or linger long at the table while others wait, announce themselves as persons absolutely lacking in the fundamentals of good breeding.

A young baby should always travel in the daytime if possible, and little children should be amused with books, paper dolls and crocheting and not allowed to run up and down the aisles, lean on strangers and talk to them unless invited, and then should only remain a short time.

Reservations and tickets should be secured in advance and the check given at the hotel or by chauffeur exchanged for a railroad check. Telegrams which should be sent notifying of arrival, may be sent by the porter on the train if forgotten before leaving, and he is tipped for his service.

If one has a pet dog or cat too small to smuggle

into the train it must be checked in the baggage car, as only parrots and birds may travel in the Pullman. The porter who carries the bags is tipped a dime or a quarter according to the distance and the weight. Heavy bags which are put in a taxi require a larger tip.

A small table to write on will be brought by the porter, or refreshments served from the buffet in the car. There is a button in the berth which will bring the porter if one needs a glass of water or is ill in the night. For all these offices one tips, and also the porter for making up the berth. Shoes are placed under the edge of the berth to be polished, for which one tips. A call to be awakened at any hour in the morning is given the porter and the wise traveler rises early that there may be less hurry in dressing.

If unable to secure an upper berth a lady may ask the porter to make an exchange for her if any vacancy occurs, but should not ask it otherwise, unless an invalid or elderly. In reserving a section always ask for one near the ladies' room, and if not able to secure one may ask the porter to make an exchange with some gentleman, which will be mutually more convenient.

If seriously ill the porter will try to find a physician on the train and if not successful will telegraph ahead to have one at the station. One should immediately offer their services to another woman who is suffering, as the presence of another woman is often a great comfort.

Children or very young girls may be placed in the kindly care of the conductor if necessary for them to travel alone, and he will see that they are not molested or annoyed in any way.

A long traveling coat is ideal for wearing to the dressing room, but a very dark plain negligé may be worn, but not one which bespeaks the home and privacy. The traveling bag or vanity box are taken to the room where one completes the toilette as quickly as possible. Select simple clothes which do not crush easily, unless only a short distance, when anything very striking or for evening is covered with a long coat. If the picture hat refuses to go in the trunk or suitcase and that great convenience, the traveling hat box, is not possessed, it may be covered with a veil and on the train given to the porter, who will place it in a paper bag and on a shelf until required.

When a woman traveling alone meets a friend, she may occasionally sit with him at meal time, but should pay her own check unless only one meal and he is an old friend who invited her to luncheon or dinner. None can afford to accept any invitation from a stranger and in the diner she preferably selects a table at which there are ladies. However, when a stranger placed at her table speaks to her or merely bows, she responds, but with dignity and reserve. If the journey is for a few days one may talk quietly and often receive valuable information about the country through which the train is passing.

Arriving in a strange city without friends at the station, go at once to the Travelers' Aid Desk, where one will receive every assistance. Any station attendant will be able to point it out. If friends fail to appear telephone them and be wary of taking a taxi or going with strangers. It is really becoming unsafe for even men to accept friendly offers from strangers in the large towns.

ON THE SEA

Days of rest and enjoyment are before the good sailor, and much benefit is secured by the less fortunate if all meals are taken on deck. If very fatigued it proves helpful to remain the first twenty-four hours in the berth, if its location has sufficient air and quiet. Don't fret if they give the adored pet to "the butcher"! It sounds dreadful, but the only danger is overfeeding, but remember a tip for the one in charge.

If subject to eyestrain, do not read very much, as that produces nausea and headache.

As only the steamer trunk is available, the clothing must be carefully chosen. Soft, warm clothes such as one wears for country walks, with warm woolen stockings and stout shoes, warm sweaters and a soft snug hat which permits the head to rest against the steamer chair for the daytime, and for the evening a simple gown of a quiet color or black, but not décolleté, are sufficient. A large warm steamer rug and perfect-fitting spats if

crossing to Europe, as the winds are most searching and cold.

A man will take the same type of clothes and his tuxedo, but on the Continent the full dress coat is more often required than in this country. Every pound of baggage seems excessive, and one pays dearly for it, but many attractive invitations must be declined if one only travels with suitcases.

It is a wise precaution to inquire before leaving what may be brought back, since frequently articles purchased in good faith are not allowed to enter free and the duty is exceedingly high on certain things.

Tips loom large on the horizon of expense, but one must tip well to be well served. If meals are served on the deck that steward receives five dollars, or two dollars and a half to the steward of the dining room and a dollar to the boy who serves between meals. For the stewardess two dollars and a half, unless there is extra service in the cabin, when the tip is increased. The salt water baths are delightful and the bath hour, the same each day, secured as early as possible from the steward in charge, who receives a dollar for his services. Of course, all the tips can be increased, but these amounts are sufficient for the customary service.

Friends usually arrange to sit together, and may ask others to join their party, but may not ask to join others. One speaks to those on either side at the table, but need not continue the ac-

quaintance on the deck aside from bowing and a few casual remarks unless so inclined. If anyone proves unpleasant as a table companion one may ask the steward to effect an exchange of places, explaining the circumstances and tips for the service.

One never makes an unnecessary complaint, but, when making one, goes to the person in charge of the department or the conductor on the train, or the management of the hotel.

There are excellent libraries on board and much can be learned of the countries one is to visit so that there is greater understanding and a truer appreciation of the beauties. There is much beauty to be seen in Paris besides the fascinating shops and fashions, which is far too often missed by the casual tourist. Hare's "Walks in Rome, Paris, London" add much joy to those places, while Emerson's "English Traits," Ruskin's "Stones of Venice" and Howells' "Venetian Journeys" give greater appreciation, and to these may be added other more modern books of travel.

Passports require much time, so must be secured early in planning, and it is wise to take some small moneys of the country in which one debarks or obtain it from the steward. In changing money in a foreign country for taxis and tips there is often difficulty and money lost in the exchange.

Bon Voyage letters contain wishes for fair winds and calm seas and the best of health. Some send a package of letters, one for each day, of

which one may be a well-loved poem, an amusing article from the newspaper or a jolly postal card. On the cards with *Bon Voyage* baskets, boxes of candies, a recent book or flowers, is written "*Bon Voyage*" or "Best wishes for a happy voyage" or any loving message of good cheer. The small traveling sets make charming gifts, such as the medicine case with small bottles, the vanity box, or the tiny clothesline and pins.

FOREIGN WAYS AND CUSTOMS

The refined American with quiet manners and voice who does not vaunt the superiority of his country in every breath and conforms to the customs of the country passes unnoticed among the well mannered of each nation.

It is only the overdressed, shrieking and obtrusive ones who bring discredit on our dear country and are unfortunately remarked as Americans. A charming woman who passed much time in Europe viewed this type of people with shocked eyes, often saying, "Where do these people come from? I never meet them at home."

The idea that one is surrounded by strangers sometimes loosens all bonds of restraint, so that the residents of New York and other large cities are frequently criticized for the behavior of the stranger within their gates. One may be quietly observed by those they wish to know later in the social world who, having become disgusted with

the noisy and unconventional behavior, decline to be introduced.

No young American girl should visit places of unsavory reputation; and never mention such a visit to foreigners, as it will be misunderstood and an unpleasant experience may occur.

Foreigners are more courteous in small ways, saying "Good morning" and "Good-by" on entering and leaving a shop, and in making any request, however trifling, one says "Please" and "Thank you," using them on every occasion. If unable to speak the language of the country, it can be said in English with a bow and an amiable smile. A few words of each country are quickly learned and those of courtesy are as easy as "How much?" and "Too dear."

Tips are expected on every side, but they need only be small ones, and when in doubt information may be obtained from the hotel desk or from the doorman, who has an amazing amount of valuable information. "*Pour boire*" means the tip for the driver, and must always be added to the fare. When traveling with friends it is best to have one member pay all daily expenditures for taxis, tips, entrance and guide fees.

One stands when the national hymn of any country is played and tries to conform to the conventions of each place. If sitting at a table d'hôte one may speak with those on either side, but it does not constitute an introduction and one need only bow pleasantly outside. The bow of anyone in a

hotel or pension is returned, but includes no further acquaintance. A pension is a boarding house which corresponds to the best type of that class in America, and many cultured and refined persons prefer them to the clamorous hotels.

Men bow first in Europe, and should an acquaintance seem oblivious of one's presence, who has a lady with him, it is understood that he does not bow under such conditions. Over there the right hand of a gentleman is reserved for his wife and ladies of her class and the left for those fascinating individuals outside the pale of social recognition. Therefore, a gentleman walking with a lady does not always walk on the side nearest the pavement but at her left hand. In England the rule of the road is to turn to the left, which must be remembered to avoid confusion and perhaps a collision.

Ladies rarely walk alone on the Continent, but with a friend or maid, as otherwise they may be spoken to by strangers. They do not travel alone, but with a maid, who may act as companion and eat with her employer. If necessary to journey alone it may be done, but the traveler must act with utmost dignity and reserve.

This is a word of warning about the charming chance acquaintance, perhaps with a title, but which may not be found in Debrett's or the *Almanache de Gotha*. Foreigners are often charmed with Americans, but are rather slow in extending hospitality, while the meretricious class attach

themselves like leeches and are difficult to throw off when found most undesirable.

Anyone wishing to open or close a window on a tram or train, if unable to ask in the language of the country, may indicate the permission desired with a pleasant smile. A gentleman may ask permission to smoke in a compartment with ladies, but ladies traveling without a gentleman should select one reserved for ladies, and if all are occupied, a tip to the guard may procure another marked for ladies only.

The social life on the Continent is very formal and an invitation requires an acceptance, except on the plea of illness or a previous engagement, and should be answered immediately, much sooner than in this country. Evening dress is worn at daylight functions by gentlemen, and unless one has resident friends who can give accurate information one should inquire from some representative at the Embassy.

When staying more than a few days a call should be made on the Ambassador or Minister and the Consul of America. Ladies call on the wife of the Ambassador and of the Consul. The calls should always be brief or, if possible, made on the day at home. Our representatives are there to maintain cordial diplomatic relations through the Embassy and business ones through the Consul. Having called, if any difficulty should arise there will be a more personal interest taken in

those who paid their respects to the representatives of their country.

As the number is very limited in presentation at Royal Courts, only those of distinguished family connection with letters to the Ambassadors should expect that honor. At some Courts Americans may be presented by men and women of title, but it never has the standing of a presentation through the Embassy of one's country.

In writing to any foreigner, unless one knows the language well it is advisable to write the letter in English, including the opening. It is very easy to say something one does not mean when translating literally from English and the letter should be read before mailing by one who knows the various points and the idioms of the language.

In France and Belgium letters are addressed to "Monsieur le Baron ——" and to "Madame la Countess ——," but commence "Dear Baron" or "Dear Countesse," without the name. In speaking one says "Baron ——" or Countesse ——," using the surname. Also one addresses as "Monsieur le Docteur ——" to professional men.

In Germany there are so many complimentary titles and so many recent changes that inquiries must be made there from one who knows. In the past in speaking or writing to the wife of an official or professional man his title was included, as "Frau Tochter ——."

In the Latin countries the envelope is addressed to "Principe ——" or "Principessa ——," and

one speaks to them as "Altezzo" and "Altezza," and commences the letter as "Dear Altezzo." When writing to a count or his wife the envelope reads "Conte ——" or "Contessa," but commences as "Dear Conte," and one speaks to "Contessa ——."

In writing to English persons of title the envelope is addressed to "The Duke of ——" and commences "Dear Duke of ——" or "Dear Duke," and one speaks to him as "Duke." The letter with "Lord Baltimore" on the envelope commences with "Dear Lord Baltimore," and he is addressed as "Lord Baltimore." His wife is "Lady Baltimore." A knight is addressed as "Sir William Colvil" on the envelope and inside as "Dear Sir William," and spoken to as "Sir William." The envelope to his wife is addressed "Lady William Colvil," but inside commences "Dear Lady Colvil" or "Dear Lady Alice," and she is spoken to as "Lady Alice." An envelope addressed to "The Honorable Edith Colvil" has a letter commencing "Dear Miss Colvil," and she is called "Miss Colvil."

If while traveling one is presented informally to any of the royalty one uses "Sir" and "Madam," and allows them to take the lead in any conversation.

CHAPTER XXXI

LETTERS AND TELEGRAMS

CONGRATULATIONS

THERE is nothing which is more endearing to one's friends or adds more to the foundation of one's social standing than the note of congratulation or of good wishes on holidays and special occasions such as anniversaries and birthdays. It seems as though the friend participated a little in the joy of the day and one is reminded of the quotation, "A word in season, how good it is."

As one grows older the birthday parties slip away with the years so that a loving letter at that time is more appreciated than at the holiday season when all are remembered.

Dear Caroline,

May this be the beginning of your own particular new year which will be the brightest, best, and happiest of them all.

Your past year has been so wonderful to all your friends who have lovingly watched your progress and we are happy to be in accord with one we not only love so fondly but admire so much.

With loving wishes for every good gift that time can bring. Affectionately yours,

Grae

Dear Grace,

Your loving words add to a day which as you say is the opening to my particular new year and it is just such charmingly expressed good wishes which encourage and help one over the rough spots. Thank you, dear, for your greeting.

Lovingly yours,

Caroline

Dear Tom,

Every good wish be yours on this your new birthday and may each succeeding year bring a rich harvest in response to all your earnest endeavors.

Faithfully yours,

Margaret

Dear Grandma,

To-day some pretty flowers will strive to tell you all the loving words I cannot say to you on your blessed birthday.

Do you realize how much your dear presence means to all your children and your children's children and how lovingly we look forward to another birthday for darling grandmother?

God bless and keep you, dearest one.

Lovingly yours,

Cornelia Lear

Birthday telegrams add a spice to life and make the recipient feel most important and happy to be remembered.

"Best wishes for your birthday! May all your ways be pleasant ways and all your days be happy days."

"Best wishes for a happy birthday and many prosperous coming years."

"May love and joy fill your days and may they be many."

"May your birthday mark the dawn of a year of happiness, health and good fortune."

"Across the miles a greeting of good cheer to wish you a happy birthday and much good fortune."

"We wish you many happy years blessed with health, success, and friendships dear, and filled with the best of life's gifts."

"May no sorrow trouble you, may love surround you, good fortune attend you and every birthday bring increasing happiness."

Words of praise from those we love add much to the joys of graduation, especially if the loved ones cannot be present and a little loneliness is felt.

Dear Jeanne,

Heartiest congratulations upon your graduation and we are all very proud of our niece. Your aunt and I were very, very sorry not to be with you to-day, for we have watched your success with much enthusiasm and are deeply interested in your graduation exercises.

We both send you our love and sincerest wishes for a life of happiness and great success.

Go on as you have begun and there will be no goal too high for you to reach.

Lovingly yours,

Uncle John

Dear Uncle John,

Thank you and Aunt Jeanne so much for your congratulations and good wishes, and I shall try to live up to the high regard of my dear parents and you two.

The little gold watch was such a delightful surprise and not only will always remind me of my loving uncle each time I see its tiny face, but serve to keep me in the right path of punctuality.

I missed you very much at the exercises, but am looking forward to seeing you very soon.

With love to Aunt Jeanne and to you from

Your loving niece,

Jeanne Carroll

Telegrams may also be sent with congratulations on graduation, or on success of any kind in sports or work.

“May your Class Day be favored with sunny skies and your life be full of happiness and success.”

“We regret exceedingly that we cannot be

with you to-day when you take your new honors. Sincerest congratulations."

"We are thinking of you to-day. May your future be as successful as your school days."

Telegrams for weddings and congratulatory letters on engagements will be found in the chapter on Engagements and Weddings.

Letters of congratulations to the proud young mother will be found in the chapter on The New Baby.

CHRISTMAS AND NEW YEAR'S GREETINGS

The Christmas card has practically taken the place of the season's greeting in notes and as a rule no note of thanks is required. Of course, when one knows that much time has been spent in the selection and that a note of thanks would greatly please, it is a very charming thing to write a few kindly and affectionate words. When a friend sends a Christmas greeting one may return with a New Year's good wishes.

The charm of a Christmas gift is greatly enhanced by a few words of loving wishes and one of the most graceful was the folded card with monogram and address in gold and these few words:

*Dear Mrs. Nott and Isabel,
May you have a happy Christmas
With our love and good wishes.*

Grayce

Christmas telegrams play a great part now, with members of the family scattered all over the globe, and the message seems more loving when it comes hot over the wire from San Francisco, Honolulu or Japan than if written many days in advance for postal delivery.

“Over the many miles which separate us we send you this message of love and affection with our best wishes for a Merry Christmas.”

“At this glad time our greetings speed toward you bearing sincerest wishes for your Christmas happiness.”

“Love and a Merry Christmas to you all.”

“A message of good cheer to greet my dear friend on Christmas Day and bringing wishes for great happiness.”

“May your Christmas be a merry one and the New Year full of gladness.”

“We are all thinking of you at this Christmas season and send you every good wish for health and happiness.”

“That your Christmas be a very happy one is the wish of your sincere friend.”

After this season come the New Year's telegrams and messages which serve to open it with gladness. Telegrams need not be acknowledged, but any thought of a friend should receive appreciation and the graceful word of thanks is never amiss.

CONDOLENCES

Anyone who has been through the vale of sorrow caused by serious illness or death knows how much the letters of sympathy and condolence are appreciated.

These loving notes show that one's friends sympathize with the sorrow and grief and that in sadness and suffering one is not forgotten by the world. The advent of cards of inquiry make a bright note in the sad day and letters from far away expressing love and understanding of the sorrows are most helpful as well as comforting.

These letters are the most difficult to write, but if the writer will endeavor to say the kindest and most lovely things about the sick or deceased it will at once reach the heart. A young woman once said that of all the letters received at the death of her mother, the one which said that "she was a mother to be proud of" was the most comforting. It showed that the writer in realizing the beauty and loveliness of the mother also understood the wonderful companionship which she had enjoyed.

The letters which dwell too much on the loss and anguish serve to deepen them in a mind only too well acquainted with that sorrow, whereas those letters which show the love and esteem in which the loved one was held, and bring out the wonder of having had such happy companionship with one so dear, change the thoughts to a less mournful view of the loss.

Visiting cards are frequently left at the house of mourning with the words "To inquire" or "With sympathetic inquiries" written in the upper left-hand corner, and these may later be acknowledged by a visiting card with mourning border with these words across the top: "With grateful appreciation of your kind sympathy." This also may be used to acknowledge notes of sympathy, although the engraved card or a short note of a few lines is more appreciative, but often one is too weary after the last rites to do very much and, unless one possesses a secretary or some kind friend officiates, one may send the card.

Dear Mrs. Marten,

You have my deepest sympathy and love.

Ever faithfully yours,

Rose Duffield

Dear Mrs. Marten,

It is with great regret that we have learned of your bereavement, and our loving sympathy and thought are with you to-day. Will you accept our affectionate and sincerest condolence?

Yours most sincerely,

Margery Wolf

Dear Mrs. Marten,

May I assure you of my heartfelt sympathy? We all share your sorrow and fully

appreciate the great loss that you have sustained.

May I offer the consolation of the thought that it is wonderful to have known such close companionship with one so beautiful in character and so universally beloved.

Most sincerely yours,

Marion Enderby

Dear Mrs. Marten,

Your great bereavement keenly touches me also, for I had the privilege of your husband's friendship for many years prior to your marriage. A nobler, more generous and honorable man I have never known, nor one more widely esteemed in his social and business life. With profoundest sympathy I remain,

Most sincerely yours,

John Tuttle

Dear Miss Frost,

It greatly grieved me to hear of the passing on of your dear mother, and we who knew her share in your loss. She was so wonderful in all her loving ways and thoughts that her good works commenced here will continue to grow and be a living monument to her virtues and beauty.

If I can be of any assistance at this sad hour it will be considered a privilege to help you.

Faithfully yours,

Rosalie Maxwell

Dear Mr. Haswell,

With greatest regret I have heard of your bereavement and cannot tell you how much I sympathize with you and your dear children.

Your wife has been so universally loved and admired that she will be keenly missed in all her good works and for her lovely ways. With deepest sympathy for you and love to the little ones.

Very sincerely yours,

Candace Endicutt

Dear Grace,

May the One who comforts and sustains us all be ever with you through this vale of tears.

Your mother, I am sure, still fondly watches over you and loves you as tenderly, so do not grieve but bravely go on as she would have you do until the happy day when you shall meet again.

Lovingly yours,

Faith Gray

The following notes suggest words of appreciation for those who thought of them in their sorrow.

Dear Faith,

Thank you, dear girl, for your comforting words, and I shall surely try to be brave and go on as she would wish me to do.

Lovingly yours,

Grace

Dear Mrs. Maxwell,

Your kind words of sympathy from one who knew my dear mother so well have been very comforting and it is something of a solace to feel that her loving deeds will continue to live in the hearts of others.

Most sincerely yours,

Muriel Frost

Dear Mr. Tuttle,

Although your kind expression of sympathy has waited overlong for a reply, its words were very comforting and much appreciated, and you can realize somewhat the keenness of my loss.

I am leaving town for some time but hope on my return that you will come to see me.

Very sincerely yours,

Marion Marten

Dear Lillian,

Your kind letter of sympathy is deeply appreciated. It is most sustaining to know that my friends think of me at this sorrowful time and your words are very comforting

Very sincerely yours,

Marion Marten

There are various forms of engraved cards with black borders which are used to acknowledge letters of condolence and some are given below.

These are not used to intimate friends nor

where the circle of friends is small but when the deceased had many acquaintances in welfare or social work or in the business world. A professional man, especially a physician, knows many who write to his family and who desire to express some appreciation of that sympathy.

*Mr. and Mrs. George Gray Stuart
gratefully acknowledge your
kind thought and expression of sympathy.*

*Mr. Martin Hoyt Stonewall
and the members of his family
acknowledge with grateful appreciation
your expression of kindly sympathy.*

Telegrams from those at a distance take the place of the card of inquiry and make the bereaved one feel in close touch with the loving ones, however distant.

*"My thoughts are with you in your sorrow.
Am writing to assure you of my deepest
sympathy."*

*"My husband joins me in the expression of
our deepest sympathy."*

*"We share your sorrow, for we have lost a
dear friend. All love and sympathy to you
and yours."*

*"Our deep sympathy goes to you in your be-
reavement. May the memory of the honor-
able life just ended sustain and comfort
you."*

"We share your sorrow. May the memory of the happy years spent with her help you to bear your great sorrow."

It is not amiss to write a note of sympathy to a friend whose pet has died, since it has often been a devoted and constant companion and the loss is keenly felt. Perhaps more keenly that the sorrow is not always sympathized with nor understood.

Dear Aunt Jane,

The sad news just arrived that your dear old Polly has passed on after her many years of cheery companionship and I sympathize with your loss.

She was certainly excellent company, always with a hearty welcome for her friends and a lively curse for her enemies, and I shall also miss her. With much love for you, dear one,

Constance Coolidge

Dear Constance,

Thank you very much for your sweet note of sympathy, which was very consoling. You are one of the few who appreciate the quiet and loving companionship of our dear fur and feather friends, and so can understand the sorrow caused by their departure.

Affectionately yours,

Jane Demarest

Dear Pearl,

To-day I hear that your sweet fluffy Minnette has passed on to the heaven where all good cats go and I sympathize with your loss extremely.

She was such a charmingly quiet companion, always loving but not inclined to argue or seek to improve as most friends are tempted occasionally to do, and I too shall miss her sweet little ways when I come to see you.

With love and tender sympathy.

Affectionately yours,

Violet Stone

MISCELLANEOUS LETTERS

So many requests are received to give prestige by acting as patroness or to give money to charitable affairs that it is often as difficult to accept as decline.

*Mrs. Howard Endicutt
Twenty Park Avenue
New York City*

My dear Mrs. Endicutt,

You will find my check inclosed for the six tickets sent for the benefit of the Animal Aid Society. I shall be very glad to have you use my name as patroness at that time.

Very truly yours,

Date

Martha Bennett

Address

*Mrs. Howard Endicutt
Twenty Park Avenue
New York City*

My dear Mrs. Endicutt,

Thank you for asking me to be patroness at the Benefit for the Animal Aid Society, but I prefer not to act in that capacity. I am, however, inclosing a check for the tickets sent me for that occasion.

Very truly yours,

Marguerite Gilbert

*Mrs. Howard Endicutt
Twenty Park Avenue
New York City*

My dear Mrs. Endicutt,

It is with pleasure that I inclose my check for two hundred and fifty dollars as my contribution to — College Fund, and hope that you will meet with great success in raising the desired amount.

Cordially yours,

Mary Fuller

*Mrs. Howard Endicutt
Twenty Park Avenue
New York City*

My dear Mrs. Endicutt,

You may count on me for three hundred

dollars for the — College Fund, to be paid the first week in January of the coming year.

Yours sincerely,

Suzette Stuart

Mrs. Howard Endicutt

Twenty Park Avenue

New York City

My dear Mrs. Endicutt,

It is with much regret that I find I shall be unable to contribute to the — College Fund but there have been such heavy demands this past season and I have promised so much in the future that I cannot further add to my list.

Very truly yours,

Helen MacDowell

Letters required by various occasions will be found in the chapter on the special subject. Letters to merchants will be found under Business Etiquette.

LETTERS TO CONVALESCENTS

When recovering from illness the messages from one's friends help to brighten many weary hours, and many a long day of slow recovery is made more bearable by the thought that one's friends sympathize and do not forget.

Dear Martin,

It was excellent news to hear that you were able to sit up and realize that you are all alive

once more, although I suppose a bit weak and wobbly like a baby. How fortunate that you had such a splendid doctor, and the nurse I hear is most charming—lucky dog!

How wise you were to select the worst season in years for retiring from this noisy, disgusting world. I cannot tell you how glad your convalescence has made your circle of friends feel, a circle which I have an idea is much more extended than you realize.

And we are all waiting to welcome you back with open arms and drag you off to tennis and golf. With best wishes for a royal and speedy return on the road of health.

Yours faithfully,

Ted

Dear old Ted,

Your good wishes set me up at a great rate and beat any tonic out of sight. You can count on me for enjoying everything to the fullest extent when I once get back, especially the thoughtful friends like you.

Faithfully yours,

Martin Conover

Dearest Marie,

Every time I meet a girl with a happy smile I know that she is going to say, "Did you know that Marie was feeling a little stronger?" and we are all so happy over your

recovery and every one of us wants to do something for you, so do make us happy by suggesting something. We just love your doctor and your nurse for the care they have taken of you.

When you are able I will come in with the latest news for you and will tell you all the new fashions so you can plan your new frocks while recuperating.

*Lovingly yours,
Peggy*

Dear little Peggy,

Thanks so much, dear, for your charming words of sympathy. They cheer and stimulate and make the long day seem shorter.

*Lovingly yours,
Marie*

CHAPTER XXXII

THE HOUSE OF MOURNING

As rules of etiquette increase to make the path of life smoother for the individual, so they show their worth in the hours of sorrow. They relieve the mind of worry about details, since these are prescribed by usage and confer freedom rather than bring limitation.

The drawing of the shades at the windows announces to the outside world and the telephone communicates with relatives, intimate friends and the minister that they may immediately render any service and offer any consolation in their power. Telegrams go to the relatives and friends at a distance, who telegraph and write at once.

As soon as notified the undertaker comes to the house to confer with the son as the head of the family, or whoever represents it. When the details are decided they are passed to the widow or mother for her approval.

If the illness has been prolonged many of the details have been decided, and if the deceased expressed any wishes regarding the funeral and burial they should be lovingly carried out unless there is some important reason why they should be modified.

Funerals grow more in simplicity each year, and it is no lack of respect when it is private in the home with only the family and a few intimate

friends present, and even fewer at the interment.

All expenses should be considered carefully with the funeral director and the utmost simplicity retained. Frequently money is afterwards sent to a charity as a living memorial which might have been expended on an elaborate affair. A funeral which impoverishes the family is not a mark of esteem and affection but a lack of good taste and judgment.

The funeral director attends to the flowers or ribbons on the doorbell which announces that it is the house of mourning and that the bell should not be rung very loudly nor too long, and that only dear friends are expected and cards of condolence. For children white is used, with black added for young persons, and all black for the older ones. Violet flowers are sometimes added to the black, or white flowers without green leaves for the younger ones.

When the question is decided where the funeral shall be, at the church or at the house, the director sends the notices to the newspapers, announcing the death and the day, hour and place of the funeral.

SMITH.—On December 27th, Amelia Graham Smith, wife of the late Dr. John Bolter Smith.

To the announcement may be added "Funeral private" and also "Kindly omit flowers," or "It

is requested that no flowers be sent." When this last phrase appears flowers may be sent afterwards with a loving note or message on a card to the bereaved friend.

With flowers on the visiting cards is written a few words as "With deepest sympathy" or "With loving thoughts." The director makes a note of all flowers and the cards with them that later they may be acknowledged. These take the form of a few words on the black-edged visiting card, "Thank you so much for your sympathy and lovely flowers" or "Thank you so much for the sympathy so beautifully expressed by your flowers."

Formerly only white flowers were sent, but now all the delicate pastel tints are used, and often the flowers are those most loved by the departed friend. In the spring at the funeral of a young man, everyone sent white and pink peonies and roses which, with the dark glossy leaves of the wreaths, made a wonderful effect. There is something so ethereal in the delicacy of flowers which makes them seem direct from the garden of Paradise, creating the feeling that the one passed onward is also surrounded by the same beauty.

When the funeral takes place at the home, the nearest members of the family remain upstairs, or in an adjoining room where the service can be heard. They may also occupy the front row of chairs placed by the director, the women concealed under long crêpe veils. If there is any music, it

is usually singing by one or two voices. A room is provided for the minister to change his robes.

The friends are shown into the room where the service is to be given, wearing black or very dark clothes. They retain their wraps, although the gentlemen may remove their overcoats, which they carry folded over the arm with the hat in the hand.

The flowers are usually arranged by friends at the house or the church, and those sent by the family placed on the coffin. They also give orders, do shopping, write notes and telephone for the sorrowing. There should be someone near the front door to decide on any matter arising, and if there are no maids, very properly may take turns in answering the bell.

If the funeral is private only intimate friends go to the house, and if no day or hour is specified, inquire personally at the house or by telephone. Very few attend the interment unless in the cemetery of the church or one very near. In the country, conveyances must be provided to meet those arriving, conveying them to the cemetery and returning to the station. One should be provided for the minister if the funeral is at the house.

No refreshments are offered at a funeral except to those coming from a distance, when a light repast of sandwiches, hot soup, coffee and tea is arranged in the dining room.

When the funeral is in the church, pallbearers are asked who are intimate friends rather than

members of the family. The number is six or eight, sometimes as many as twelve. This is a last service to a friend that only ill health will permit one to decline. They meet in the vestibule of the church, walking in twos, precede the coffin to the altar, which is borne by the sexton's assistants. They should, of course, wear black clothes, black ties, shoes and socks.

At smaller funerals, especially out of town, the pallbearers carry the casket to the grave, which is lined with branches, as a last honor to a friend.

The choir, followed by the minister, leads the pallbearers, who precede the flower-covered casket, then chief mourners, followed with the other members of the family. The widow leans on the arm of the nearest male relative and others follow by twos in order of relationship to the deceased. Two men or two women walk together. Parents walk together, but a widower walks alone or one of his children walks with him. The few intimate friends follow the family, and then the servants. The family sits in the front pew at the right and the pallbearers at the left.

After the service the choir retain their places and the pallbearers precede the minister. Outside, the family immediately enter the waiting conveyances, and the flowers which are not over the casket are sent in a covered conveyance to the interment.

Friends and business associates should make a

point to be present, but only very intimate ones take seats near the family.

Those who do not wish a large funeral may have a simple service with a few friends present in the chapel and is preferred to the funeral in a small house or apartment.

Strangers and those not affiliated with any church find it most helpful to seek those places where the funeral is taken charge of, all conveyances furnished and where there are reception rooms and others for the service.

Invitations are sent to those in mourning for all large affairs and for "at homes." The black-bordered visiting card is sent to arrive the day of the entertainment. Other formal affairs are formally regretted in the usual manner, without giving any excuse, since the black border supplies the reason.

Recall cards for anything because of death are sent without any mourning borders. As the period of mourning lessens the border on the visiting cards become narrower until it vanishes. Occasionally elderly widows retain a border if they wear mourning always for their husband.

Mourning is a protection but the heavy black of unutterable woe has diminished with the growth of the feeling that the loved one has only preceded into greater happiness. Heavy crêpe veils have a most depressing effect on the health and should be lightened as early as possible. An elderly

widow who continues to wear mourning changes the crêpe veil to one of nun's veiling.

Correct mourning is one of the utmost simplicity and always lusterless. All white is considered mourning but black and white is second mourning, and followed by grays and mauves before wearing bright colors.

A widow may wear a crêpe veil for two years, black the third year, and second mourning in the fourth, but this time may quite correctly be cut down to six months of deep mourning and six of black and white, grays and mauve tints.

Only onyx and dull jet ornaments are worn in mourning, except a simple string of pearls and an engagement ring.

A mother of a child wears second mourning for six months, but for an older one deep mourning for six months, and then lightens it for the next six. If she has other young children she quickly relinquishes the garb of sorrow on their account.

Daughters and sisters wear deep mourning for a year and then lessen it, but junior girls never wear veils and only deep mourning for three months and second for the remainder of the year. Little children wear only white and no bright colors for six months or a year, and a little older add the black of second mourning and quiet colors.

Mourning for men is very simple, eliminating all color from their linen, and wearing a black band on their hat or left coat sleeve. Elderly

widowers wear black clothes, socks, gloves, shoes, and a deep band on their hat.

Women in mourning seek diversion more than was permitted formerly and often enjoy the opera, concerts and the theater. A long black veil is out of place and in the afternoon a short veil is worn over the face and in the evening they go without hats.

Many things will dye black very well, so that it is wise to consider before giving away colored garments which can come back as new without even ripping apart.

INDEX

The correct manner of addressing officials and professional men will be found at the end of the Chapter on Social Correspondence.

Invitations, acceptances and regrets will be found in the chapter on that subject and in those devoted to a specific entertainment.

- Acceptances, 66
- Addressing, 62-65
- Afternoon affairs, 86
- Announcements—birth, 205;
death, 368; engagement, 83,
159; marriage, 171
- Announcing, guests, 113, 117;
dinner, 113
- Asking for, a dance, 128-130;
supper, 126, 131
- Answering the bell, 276, 277
- Apologies, 298
- At Home, 86-88, 141
- Baby, 205-211
- Bachelor, 242-248
- Balls, 137-139
- Best man, 189, 190
- Borrowing, 238, 239, 336
- Bowing, 3, 4, 5, 36, 38, 39, 256
- Breakfasts, 72, 302, 303
- Bride, 186-193
- Bride's parents, 203, 204
- Bridge, 98, 101
- Buffet, 301, 302
- Business Etiquette, 255-260
- Business letter, 260
- Butler, 281, 282
- Calls—first calls, 51; gentle-
man's, 236, 237; of inquiry,
50; on bride, 51; strangers,
51
- Cards—inquiry, 50, 206, 237;
invitation, 50; pew, 190;
train, 164
- Camping, 332-338
- Chaperone, 134, 135, 136, 145,
146
- Chauffeur, 283
- Children invitations, 224-229;
letters, 230-232
- Christmas, 230, 231, 353, 354
- Church etiquette, 17-19; chris-
tenings, 210; weddings, 189-
191
- Class Day, 352
- Clothes — domestics: butler,
282; chauffeur, 284; footman,
282; lady's maid, 280
- Clothes—gentleman: best man,
189; card party, 100; dances,
139; dinners, 115; formal
call, 236; garden party, 321;
groom, 189; restaurant, 10;
sport, 335, 336; traveling,
341; ushers, 189; yachting,
331, 332
- Clothes—lady's "At Home," 91,
92; breakfast, 76; bride, 187;
bridesmaid, 187, 188; camp-
ing, 333; card party, 100;
dances, 139; débutante, 141,
144; dinners, 115; house
party, 316; luncheon, 79;
motoring, 327; maid of honor,
187, 188; riding, 330; restau-
rant, 10; sport, 335, 336;
teas, 96, 97; traveling, 339,
340, 341; trousseau, 183-185;
yachting, 331
- Club, 249-253
- Condolence, 355-358
- Congratulation, 349-352
- Conversation, 28-35
- Conveyances—public, 36; for

- guest, 112, 120, 122, 312;
 funerals, 370; weddings, 190,
 192
 Cook, 278
 Correspondence, 54-64; cards,
 55; débutante, 132-135
 Country House, 307
 "Cutting In" at dances, 130
 Dances—etiquette, 127, 128,
 130; invitations, 129-137;
 subscription, 138
 Débutante, 84, 140-144
 Dinners, 103-118
 Divorcée, 148, 149
 Domestics—duties, 276-278 (see
 also Butler, Chauffeur, Cook,
 Footman, Maids, Housekeep-
 er, Nurse); references, 286-
 288; tipping, 315
 Driving—motor, 327, 328;
 horses, 328-330
 Engagement—announcements,
 151-159; broken, 160, 161;
 calls, 153; presents, 158, 159,
 160; entertainments, 158
 Engaging servants, 261, 281
 Engraving, 47
 Expenses—guest, 315; host,
 262, 335; motoring, 325; rid-
 ing, 330; sports, 335, travel-
 ing, 337, 338, 341; wedding,
 192
 Fees—wedding, 192
 Finger bowl—manners, 23, 24,
 25; table service, 25
 Flowers—débutante, 141;
 funeral, 369; wedding, 186,
 193
 Food menus, 304-306; aspara-
 gus, 23; artichokes, 23;
 bread, 22; butter, 22; bones,
 23, 24; cake, 25; fruit, 22;
 lettuce, 24; meat, 24; olives,
 22; pie, 25; pits, 22, 23; vege-
 tables, 24
 Footman, 284, 285
 Foreign customs, 343, 344
 Foreigners, addressing, 345-348
 Funeral—announcement, 368,
 369; church, 370, 371; house,
 369, 370; pallbearers, 370, 371
 Games, 336
 Garden Party, 319-323
 Gentleman, 233-241; clothes,
 239-241; manners, 233-235;
 smoking, 6, 7, 328
 Gifts—Christmas, 353; chris-
 tening, 208; engagement, 160;
 to bridesmaids, 188; to
 ushers, 189, 190; wedding,
 178-182
 Gloves, 7, 187, 189; removal of,
 7, 76, 79, 115, 187
 Godfather—mother, 208-210
 Golf, 335, 336
 Guest—camping, 333; duties,
 266-268; dinner, 103-116;
 house party, 314-317; motor-
 ing, 325-327; tipping, 315;
 yachting, 330, 331
 Guests—announcing, 113-117;
 introductions, 39, 40; enter-
 taining distinguished, 88-
 108, 113
 Groom—attendants, 189, 190;
 clothes, 189; expenses, 192;
 gifts, 179, 189, 190; parents,
 190, 192; supper, 177
 Hat—lifting, 3, 5; at luncheon,
 79; calling, 122, 236; wed-
 ding, 193; removal, 7, 76, 79
 Home, the, 269-306
 Honeymoon, 185
 Host, 261-263; bachelor, 242-
 248; motoring, 325; yacht-
 ing, 330, 331
 Hostess, 264-266; house party,
 311-314; musicale, 119, 120;
 theatricals, 323, 324;
 Hotels, 12
 House—country, 307
 Housekeeper, 281
 House parties, 307-324
 Husband, 195-197
 Initials—P. P. C., 50; R. S.
 V. P., 68, 166
 Inquiries, 50
 Introductions, 36-45; at a

- dance, 130; at Homes, 36, 37;
business, 41; letters, 41-46;
in public conveyances, 36;
on the street, 36
- Invitations, 66-71 (see special
entertainments); addressing,
69, 70; bachelor, 243-247;
children, 224-229; house par-
ties, 308, 309; motoring, 325,
326; sports, 334, 335
- Ladies, The, 140-149
- Lady's maid, 279, 280
- Letters—addressing, 58; bride's,
181, 182; business, 260; con-
dolence, 356-358; congratula-
tion, 349; convalescence, 366-
368; donation, 362, 363; ref-
erence, 286-288
- Linen—bride's, 184, 185
- Luncheons, 76; announcing, en-
gagement, 83; bridesmaids,
176; menus, 305
- Maids—lady's maid, 279, 280;
house maid, 280; kitchen
maid, 278; parlor maid, 280
- Maid of honor, 187, 188, 189
- Manners—débutante, 142, 143,
144; children, 26, 27; gen-
tleman, 233-238; guest, 266-
268; host, 261-263; hostess,
264-266; in church, 17-19;
in foreign countries, 343, 344;
in public, 1, 2; table, 20, 21
- Menu—breakfast, 302; dinner,
304; luncheon, 304, 305; sup-
pers, 306; teas, 305
- Motoring, 325-328
- Mourning, 367-374; announcing
engagement, 148; bridesmaid,
188; cards, 369, 372; clothes,
373, 374; jewelry, 373
- Musical, 119, 120
- Names,—baby, 207, 208; signa-
tures, 60, 61; visiting card,
47-49
- Napkin—table manners, 21;
table service, 291
- Nurse, 279
- Notes—informal, 54 (see vari-
ous entertainments); bride's,
172, 173, 176, 181, 182; chil-
dren's, 230, 231, 232; house
parties, 308-311; mother's,
214, 215; thanks, 44, 359,
360, 361, 366
- Opera, 16, 17
- Pallbearers, 370, 371
- Parties—children, 224; garden,
322; house, 307-324; opera,
122, 123; theater, 121-123
- Pew card, 164, 190
- Photograph, 238
- Precedence, 37
- Presentation at court, 347
- Presents (see Gifts)
- Pronunciation of words, 34
- Public places, 1, 2
- Recall cards, 167, 168, 372
- References, 286-288
- Registering at hotel, 12
- Regret (see Special Entertain-
ments); after accepting, 67
- Rehearsal—wedding, 193;
theatrical, 323
- Riding, 328-330
- Ring—engagement, 159; mourn-
ing, 373; second marriage,
148; wedding, 190, 192
- Royalty, 347, 348
- Salutation—at entertainments
in church, 18, 19; on the
street, 3, 4, 5; wedding, 193
- School, 214
- Seating—formal dinners, 111-
115; funeral, 369; guest of
honor, 114; motor, 327; opera
box, 123; theater, 15; wed-
dings, 190
- Second marriage, 194
- Secretaries, 272, 273
- Servants (see Domesticity)
- Service (see Table Service and
Domesticity)
- Shaking hands, 19, 37, 113
- Signatures, 60; business letter,
58, 61; divorcée, 61, widow,
57; to a stranger, 61

- Single woman, 146, 147
 Slang, 31
 Social letters (see Letters)
 Sports, 333-336
 Stag dinner, 242
 Steamer etiquette, 340-343
 Strangers, 1
 Street manners, 3-5
 Studio tea, 242, 243
 Subscription dances, 138
 Supper, 125, 126; at dances, 137; informal, 125; menu, 126; invitations, 126
 Table manners, 20-27 (also see Food)
 Table service, 288-290; bread, 289; breakfast, 302; buffet, 301; butter, 290; china, 292; decorations, 291, 292; dessert, 289-292; flowers, 292, 293; fruit, 292; glass, 290, 291, 292; laying of cover, 290; linen, 290, 291; luncheon, 298, 299; silver, 290; supper, 125, 126
 Teacher, 214, 215, 216, 232
 Teas, 92
 Telegrams—congratulations, 352; condolences, 355
 Telephone—etiquette, 257, 258; invitations, 121, 172, 326
 Thanks for courtesies, 18, 271; hospitality, 43, 268, 317, 318; gifts, 230; cards of inquiry, 50, 237, 356
 Theater, 14, 15; party, 121-125
 Theatricals, 323, 324
 Third person, 54, 71
 Tips—house parties, 315; hotels, 12, 13; restaurants, 9; riding, 328; traveling, 338, 341
 Train card, 164
 Train etiquette, 337-339
 Traveling—on land, 337-340; on sea, 342, 343
 Trousseau, 183, 184
 Tuxedo, 139, 240, 316, 341
 Ushers, 189, 190, 191
 Valet, 282, 283
 Veil—at table, 77, 79, 92; mourning, 372, 373; wedding, 187
 Visits (see Calls)
 Visiting cards, 47; divorcée, 49; débutante, 48; gentleman, 47; invitation, 50; number left, 49
 Wedding—anniversaries, 194; announcements, 171, 172; breakfast, 193; ceremony, 191, 194; church, 191; costumes, 187, 188, 189, 192, 193; conveyances, 192; expenses, 192; fees, 192; flowers, 186, 193; gifts, 178, 182, 188; hour, 162; house, 193; invitations, 163-168; journey, 192; minister, 168; pew card, 164, 190; preparations, 184, 185; rehearsal, 193; train card, 164 (see also Best Man, Bride, Bridesmaids, Groom, Ushers and Trousseau)
 Widow, 148, 149
 Wife, 198-202
 Writing paper, 55
 Yachting, 330-332



